# H Oxford

filing supplies filing systems filing equipment



# index

#### SECTION (1)



#### **STORAGE FILES**

A2, A3 How to select the proper Storage File A4, A5 Oxecon Storage Boxes A6. A7 Standard Files A8, A9 Steel Front, Steel Clad Files A10, A11 Tab Card Storage File A12 to A15 Bindafile® A16 Storage File Installations

# **SECTION**

#### **RED FIBER PRODUCTS**

B2. B3 Expanding Files A-Z B4 Expanding Files Monthly, 1-31 B5, B6, B7 5-Piece Expanding Envelopes B8, B9 File Pockets B10, B11 Envelopes B12 File Jackets

# SECTION C VERTICAL FILING SUPPLIES

#### **FILE FOLDERS**

C2 File Folders, Product Information File Folders Manila and Kraft, Letter Size Straight Cut C3 C4 File Folders Manila and Kraft, Letter Size Half Cut C5 File Folders Manila and Kraft, Letter Size Third Cut C6 File Folders Manila and Kraft, Letter Size Fifth Cut C7 File Folders Manila and Kraft, Letter Size Two Fifths Cut File Folders Manila and Kraft, Legal Size All Cuts C8 C9 File Folders Manila and Kraft, Invoice Size; Folders Letter and Legal Size Tabbed to Order File Folders, Packaged Sets C10 File Folders, Colored and Special Purpose C11 C12 File Folders, Red Fiber C13 File Folders, Durox 18 pt. Tag C14 File Folders, Pressboard

(cont. next page)

The following names appearing in this catalog are registered trademarks of the Oxford Filing Supply Co., Inc. Bindafile • Dri-labels • Flexindex • Lesspace • Oxcelite • Oxceloid • Pendaflex • Rol-labels • Thindex.

© Oxford Filing Supply Co., Inc. 1964

Litho in U.S.A.

C15 C16, C17 C18, C19 C20, C21 C22 C23 C24 C25	FILE GUIDES  File Guides, Product Information  File Guides, Blank Tabs  File Guides, A-Z Sets Letter Size  File Guides, A-Z Sets Legal Size  File Guides, A-Z Sets Invoice and  Machine Accounting Sizes  List of Oxford Alphabetic Subdivisions  File Guides, Daily and Monthly Sets  File Guides, State Sets  SPEED INDEX CORRESPONDENCE FILING SYSTEMS	D8 D9 to D11 D12, D13 D14, D15 D16, D17 D18 D19 D20 D21 D22 D23	CARD GUIDES  Card Guides, Product Information Card Guides, Blank Tabs, All Sizes Card Guides, A-Z Sets, 3x5 Size Card Guides, A-Z Sets, 4x6 Size Card Guides, A-Z Sets, 5x8 Size Card Guides, A-Z Sets, 8x5 Size Card Guides, A-Z Sets, 6x9, 9½x4½ Size Card Guides, Monthly and Days of Week Sets Card Guides, Daily 1-31 and Recipe Index Sets Card Guides, State Sets Card Guides, Town or County Sets
C26	Speed Index Systems, Product Information	D24, D25	Card Guides, Tabulating Size
C27 to C29	Speed Index Components	D26, D27	Check Guides
C30, C31	Label Inserts, Cell Windows  Brief Covers Ring Book Index Sheets		FLEXINDEX® CARD INDEXING SYSTEM
C32  C33 C34, C35 C36 C37 C38 C39 C40, C41  C42, C43  C44, C45 C46 to C48	Brief Covers, Ring Book Index Sheets  SHELF FILING SUPPLIES  Shelf Filing, Product Information Shelf Filing Folders, Side Tabbed Shelf Filing Guides, Blank Tabs Shelf Filing Guides, A-Z Sets Shelf Filing Pockets and Jackets Shelf Filing Out Guides Vertical and Horizontal Numbering, Block Tinting Installing Fasteners in Oxford Folders  LABELS Dri-labels® and Rol-labels® Pinfeed Dri-labels®	D28 D29 D30, D31 D32 D34 D35 D36, D37 D38 D39	Flexindex, Product Information Flexindex Sets Flexindex Component Parts How to Install Flexindex  VINYL CARD GUIDES  Vinyl Card Guides, Printed Tab Sets Vinyl Card Guides, Insertable Tab Styles Vinyl Flexindex Sets Vinyl Flexindex Component Parts Vinyl Flexindex Component Parts Vinyl Check Guides and Tabulating Card Guides Vinyl Specialties
<b>SECTION</b> D2  D3  D4  D5	CARD FILING SUPPLIES  INDEX CARDS  Index Cards, Product Information Index Cards, Blank, All Sizes Index Cards, Horizontal Ruled, All Sizes Index Cards, Downline Ruled, All Sizes	E2 E3 E4 E5 E6, E7	PENDAFLEX® HANGING FOLDERS  Pendaflex Product Information Pendaflex Frames, Folders, Guides Pendaflex Tabs, Links, Interior Folders Label Inserts and Cell Windows for Pendaflex Tabs Pendaflex Steel Equipment
D6, D7	Index Cards, Printed Forms, All Sizes	E8	Tips on Using Pendaflex

## NUMERICAL LIST OF OXFORD STOCK NUMBERS

Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page
A			E4		A9	1021/2		1531/3		242.100	C31
Н	A9	44B1	E4		A9	R102½ RK102½		153½-1 153½-2		242.120 242.160	
K		44B2			A9	R1021/3		1531/3-3	C8, C28	242.240	C31
1			E4		A9	RK1021/3	C5	1531/5		242.300	C31
CR1	C29	45SC			A9	R102½ RK102½		153-25 R153		242.320 242.480	C31
3			D10		A9	R104	C7	R1531/2		242.720	C31
4		46B2 46G			A9	RK104		R1531/3		242.1000	
BC4		46M12	D20		A9	111 112L		R153½ RK153		242.1500 242.2000	
6		46M25		78E		A112		RK1531/2	C8	A250	C25
7	A7	46M31 46M40		79E79-3	A9	P112	C24	RK1531/3		AC250	
8	A7	46M50	D22	79-5		122L RK122		RK1531/5 XR153		E250 FL250	
9		46M80		79M12	C24	RK1221/2	C4	XRK153		P250	
10	B11	46M120 46M160	D14	79M25 79M31		RK1221/3	C5	154			C31
10-1	B11	46M240	D14	79M40		RK1221/5 RK124		R154		252.12 252.25	
10-11/2	B11	46M320		79M50		A125	C22	A180		252.40	C31
10-2 10F	B11	46M480 46M720		79M80 81B2		E125		E180		252.50	C31
11-1/2	B11	46M1000	D15	81B4		P125 A131		P180		252.80 252.99	
11-1	B11	46RB		81M4		P131		1821/2		252.120	C31
11-1½	B11	C46G TH46G	D23	84B2 84B4		E133	C17	1821/3	C13	252.160	C31
11CP	C43	P46G	D23	85-5	D11	P133 134		1821/ <sub>3</sub>		252.240 252.320	
11F	R11	47		85M25	D18	E135	C17	AC1821/5		252.480	C31
11X816 11X1020	A15	48L 49-4	D26	85M40 85M80			C17	AC182%		252.720	C31
11X1227	A15	49M12	D27	85M120	D18	138 A140		AC1831/3		252.1000 252.1500	
11X1428 11X1725	A15	49M25		85M160	D18	E140	C22	AC183%		252.2000	C31
12	A15	49M31 49M40		85M240 85M320	D18	P140 142		200	1	262.12	C31
12-1/2	B11	49M80		85X816	A15	142.12				262.25 262.40	
12-1	B11	5(	n	85X1124	A15 💰	142.25	C31	201.12		262.50	C31
12-11/212-2	B11	50		85X1428 88B2		142.31 142.40		201.25	C31	262.80	C31
12CW	C31	FLG50		88B4		142.50		201.31		262.99 262.120	
12F	B11	51		91-3	C15	142.80		201.50		262.160	C31
12LS 12M4	C17	52M 52M25		91-3-3 91-3SL		142.120			C31	262.240	
12M25		52M40	C37	91-5	C15	142.160 142.240		201.120	C31	262.320 262.480	
13 13V	A7	52M80		91-5-3		142.320		201.240	C31	A280	
1487	A15	52M120 52MH		91-5SL 91B7		142.480 142.720	C31		C31	AC280	C18
14CW	C31	52MH25	C37	91M12		142.1000			C31	E280 P280	C18
15PR 16CW	C43	52MH40		91M25		142.1500	C31	201.1000			589
17B8	A15	52MH80 52MH120		91M25SL 91M31	C18	142.2000		201.1500	C31 🚿	300	
18B8	A15	53M	C36	91M40		A150		201.2000		DFP300 FLS300X	D37
18CWFLG18	C31	53M25 53M40		91M50		P150		AC203	C15	301	C32
19	A9	53MH		91M80 91M120	C18	151 151½		E203		301F E303	
20CW	C31	53MH25	C37	91M160		1511/3	C9		C15		
21CW	C31	53MH40 58-5	D11	91M240		1511/5		AC205	C15	AC305	
22LS	C43	58B2	A15	91M320 91M480	C19	152 152 colors	C11	P205	C15	E305 P305	C15
23CW	C31	58G	D23	91M720	C19	1521/2	C4	A212	C24	311	D9
MR24	A15	58M1258M25	D20	91M1000 94-2	D11	152½ colors . 152½-1	C11	AC212		312	D9
30	D3	58M31	D21	94M12	D20	152½-2		F212	C24	A312 P312	C24
31	D4	58M40	D16	94M25	D19 🏄	1521/2-3	C4	XP212		313	D9
35-535-G	D9	58M50 58M80		94M31 94M40	D19	152½ 152⅓ colors .		225	C18	AC313	D9
35M12	D20	58M120	D17	94M80	D19	1521/3-1		AC225	C18	P313 TH313	D9
35M2535M31	D12	58M160		95-3	C15	1521/3-2	C5	E225		TH313-1	D30
35M40	D12	58M240 58M320		95-3-3 95-3SL		152 <sup>1</sup> / <sub>3</sub> -3 DC152 <sup>1</sup> / <sub>3</sub>		P225PN225	C18	TH313-2	D30
35M50	D22	58M480	D17	95-5	C15	152 1/5		XP225		315 AC315	D9
35M8035M120	D12	58M720 58M1000	D17	95-5-3		1521/5 colors	C11	A231	C24	P315	D9
35M160	D12	C58G	D17	95-5SL 95M12		152-12 152-25		AC231		TH315	D9
35M240	D13	TH58G	D23	95M25	C20	152-31	C10	E231P231		TH315-4 TH315-5	D30
35M32035M480	D13	P58G		95M25SL		R152	C3	XP231		FLX317	D30
35M720	D13	61H		95M31 95M40		R152½R152⅓		BA234	C19	P322	D9
35M1000	D13	62	A5	95M50	C20	R152 <sup>1</sup> / <sub>3</sub> -2	C28	AC240	C18	B323 A325	
C35G TH35G			A5	95M80 95M120		R1521/3-3	C28	E240	C18	AC325	C20
P35G	D23	65	A5	95M160	C20	R152½R152M2		P240	C31	B325 E325	D9
38N	C31	66	A5	95M240	C20	R152M4	C29	242HHO	C31	P325	C20
40C	D3		A5 A5	95M320 95M480		R152M6		242NAES	C31	XP325	
41	D4	69-5	D11	95M720		R152M12 RK152		242.10 242.12		DRP330	C47
T41	E4	69B2	A15	95M1000	C20	RK1521/2	C4	242.25	C31	P331	
42 42B		69M12 69M25		96M4		RK1521/3		242.31	C31	BA334	E7
42L	E4	69M31	D21	100	) .	RK152 <sup>1</sup> / <sub>3</sub> -2 RK152 <sup>1</sup> / <sub>3</sub> -3		242.40		A340 AC340	C20
M42 43B	E4	69M40	D19	FLS100	D37	RK1521/5		242.57	C31	P340	C20
		70B6		102		XR152	C9	242.68	C31	343	
43D0	E4	B71	ДО	R102	L3	YRK152	00	2/2 00	007	242140	004
43D0 M43 43H	E4	B71 B72 B75	A9	R102 RK102 XRK102	СЗ	XRK152153		242.80 242.90		343M2 343M4	C31

No.	Stock No. Page	Stock No. Page	Stock No.		tock lo. Pa	age	Stock No.	Page	Stock No.	Page
Section   Color   Co	0.0010 0.21	F03W40 C97	D7221/	C10 10	1200	RG	21521/4	C12	P2160	C20
Table   Tabl					020C	B6				
1815   C   S   S   S   S   S   S   S   S   S		502M120 C37								
Section   Color   Co	343 25 C31	502MH C36							3205	D3
ASS	343.50C31	502MH25							A3240	C20
183	A350C25	502MH40C37	7221/5						AC3240	C20
March   Marc	P350C25	502MH80C37								
Test	353C31	502MH120							3300	C48
TREPS	AU3/3D25	503M					W2153½	C12	3305	D3
1997-3   D00	TH373.1 D30	503M/0 C37							AC3320	C20
ACCT    DES   SONNEY   DES	TH373-2D30	503MHC36	7521/2-1	C4 10	049E	.B6			AC3480	C20
High   500   500   600	AC375D25	503MH25C37								
THE COLOR   THE	TH375D25	503MH40C37					WZ153 /5	612		
1987   1988   1987   1988	TH375-4D30									
ASS	IH3/5-5	509AB2								
Paid   Carlo	V380 C30		7521/3 - 2	.C5. C28						
Past	AC380 C20									
182	P380C20	P513D11	R7521/3		069G	.B6			3514C1/2	B8
\$22.5	382C31	TH513D11								
Section   Process   Proc		TH515D11								
124.06	382.25C31		/54%	.07, 028						
\$22.0	382.31	TH515-2D30	753	.07, 028						
SEC.		TH515-4 D30							3523	D21
Section   Sect		517A B2								
\$2,246		517DB4	7531/2	C8						
\$22.20	382.160C31	517MB4	R753½	C8 1:						
\$25.460										
Say 270			D7=01/	CS 1						
1852, 100	382,480	519UB4		C8			2427	D6	C3525	D12
1984   C31		B523 D11		C8 1:	355GE	B10	2428	D6	P3525	D12
Bab   C31   S2M   C36   P772   C13   E141   D38   P4260   C15   P78505   D12		B525								
DPP00	388C31	532MC36	AND MARKS	C3 E	1417	038			XP3525	D12
DPPO	400	532MH	P//Z	C11	428U11	A15			3526E	B8
DPF50		533M		C11 1	420000	BS CIN	FLS2500X	D37		
10		DDDEED C42					2514C	B8		
100		DIG 350043	7721/5							
412		600	772%	.C6, C28 A	C1514C	.B9	X2535	D12		
A12W   E7   604A   52   7734/5   C8   1516Cy   58   2546   D14   A3531   D14   A3431   D10   6070   B4   7733   C8, C28   A01516C   B9   2558   D16   A62340   D12   A0131   D10   6070   B4   7733   C8, C28   A01516C   B9   2558   D16   A62340   D12   A0131   D10   608A   B2   776CH   A11   M1516C   B9   X2558   D16   A62340   D12   A0131   D10   608A   B2   776CH   A11   M1516C   B9   X2558   D16   A62340   D12   A0131   D10   608A   B2   A01316C   B9   X2558   D16   A62340   D12   A0131   D10   608A   B2   A01316   D10   A01313   D10   A					11514C	.B9				
PAIZ	412WE7		/2						X3531	D21
AC13			/ 3							
PALIS		607DB4	773%				2558	D16		
TH413			776	A11 M	I1516C	.B9			C3540	D12
TH413-1			776CH	A11 E					P3540	D12
HR415-2									XP3540	D12
Act   S		609M B4	8074						3550	D22
Part	415D10	610A5							C3550	D22
TH415			813	D11	11524E	.B9	P2720	C19	P3550	D22
TH415-5   330										
TH415-5									AC3580	D12
Fix417	TH415-5D30		8161185	Δ15 Δ			1112700	027		
156					11526E	B9	3000		YP3580	D12
B423		617AB2	817D	B4 1	536	.D5		B12		D25
Ba25					537	D7	R3010	B12		D25
P425										
## 432									3725	D25
433	432E7				11625	C27				
A440		K6221/2C4								
File440		K6221/3	000	IV	11680	C27	3029C	B6		
Add   E3		* 11000 AAVINDAGE		N	11725	C27	3033C	B6		
March   Marc					/25UII	A15				\$ 5
442A	442E3	K652% C6								
1000   1000	442AE3	K652% C7 C28								
Name		K653								
R444		1100072	1000	3	2000	1				
445		11000 13			014C	B9	R3043	B12		
448									4143	ЕЗ
452 E7 707A B2 1007A B10 2036C B5 3051 C29 4152½ E3 463 E7 709A B2 1008A B10 2049E B5 3053E B6 4152½ E3 463 E7 710E A9 1009A B10 2050 C29 3055E B7 4152½ E3 472 E7 710E A9 1009A B10 2051 C29 3056E B7 4152½ E3 473 E7 713A A9 1013A B10 2051 C29 3056E B7 4152X3 E3 482½ C13 713E A9 1014 B9 2053E B5 3057E B7 4152X2 E3 482½ C13 715A B2 1015A B10 2056E B5 3069G B6 4152X3 E3 482½ C13 717A B2 1016A B10 2056E B5 3069G B6 4152X3 E3 483½ C13 717D B4 1017 B9 AC2120 C18 3073G B6 4152X4 E3 483½ C13 717D B4 1017 B9 AC2120 C18 3075G B7 4153 E3 483½ C13 717M B4 1007 B9 AC2120 C18 3075G B7 4153 E3 483½ C13 717M B4 1020A B10 E2120 C18 3075G B7 4153 E3 483½ C13 717M B4 1020A B10 E2120 C18 3075G B7 4153 E3 492 E7 719A B2 1020U11 A15 P2120 C18 3075G B7 4153½ E3 F3 492 E7 719A B2 1020U11 A15 P2120 C18 A3120 C20 4153½ E3 F3 F1500 C20 719D B4 1020W5 A15 M7125 C27 P3120 C20 4153½ E3 F3 F1500X D37 D722 C10 XP1025 C20 P2140 C27 MT3140 C27 4153X3 E3 F3 502M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153X4 E3	448E3	700							4151	ЕЗ
463 E7 709A B2 1008A B10 2049E B5 3053E B6 4152½ E3 4152½ E3 4172 E7 710E A9 1009A B10 2050 C29 3055E B7 4152½ E3 4173 E7 713A A9 1013A B10 2051 C29 3056E B7 4152½ E3 4152½ E3 4152½ C13 713E A9 1014 B9 2053E B5 3069G B6 H5 4152½ E3 482½ C13 715A B2 1015A B10 2066E B5 3069G B6 4152½ E3 482½ C13 717A B2 1016A B10 2066E B5 3069G B6 4152½ E3 483½ C13 717A B2 1016A B10 A2120 C18 3073G B6 4152¼ E3 483½ C13 717D B4 1017 B9 AC2120 C18 3075G B7 4153¼ E3 483½ C13 717M B4 1017 B9 AC2120 C18 3075G B7 4153 E3 483½ C13 717M B4 1020A B10 E2120 C18 3077G B7 4153 E3 492 E7 719A B2 1020U11 A15 P2120 C18 A3120 C20 4153½ E3 4152½ E3 415		7078							4152	E3
472 E7 710E A9 1009A B10 2050 C29 3055E B7 4152B2 E3 473 E7 713A A9 1013A B10 2051 C29 3056E B7 4152B2 E3 482½ C13 713E A9 1014 B9 2053E B5 3057E B7 4152X3½ E3 482½ C13 715A B2 1015A B10 2056E B5 3069G B6 4152X3 E3 483½ C13 717A B2 1016A B10 A2120 C18 3073G B6 4152X3 E3 483½ C13 717M B4 1017 B9 AC2120 C18 3073G B6 4152X4 E3 483½ C13 717M B4 1020A B10 E2120 C18 3077G B7 4153½ E3 492 E7 719A B2 1006A B10 E2120 C18 3077G B7 4153½ E3 492 E7 719A B2 1020U11 A15 P2120 C18 A3120 C20 4153½ E3 F3 F1500 C43 722 C3 P1025 C20 MT2140 C27 MT3125 C27 AC3120 C20 4153½ E3 F3 F1500X D37 D722 C10 XP1025 C20 MT2140 C27 MT3140 C27 4153X3 E3 F3 F1500M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153¼ E3 F3 F1500M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153¼ E3 F3 F1500M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153X4 E3		700A D		B10 2	049E	B5				
473 E7 713E A9 1014 B9 2053E B5 3057E B7 4152X4 E3 482½ C13 715A B2 1015A B10 2056E B5 3069G B6 4152X3 E3 482½ C13 717A B2 1016A B10 A2120 C18 3073G B6 4152X3 E3 483½ C13 717D B4 1017 B9 AC2120 C18 3073G B6 4152X4 E3 483½ C13 717M B4 1020A B10 E2120 C18 3077G B7 4153X4 E3 492 E7 719A B2 1020U11 A15 P2120 C18 3077G B7 4153½ E3 P2120 C18 3077G B7 4153½ E3 P2120 C18 3077G B7 4153½ E3 P2120 C18 M3120 C20 M153½ E3 P2120 C20 M153½ E3 P2125 C27 P2125 C27 P3120 C20 M153½ E3 P2120 C20 M153½		710EA	1009A	B10 2	050	C29	3055E	B7	4152B2	E3
482\frac{1}{3}		7 /13AA							4152X¾	E3
482½         C13         715A         B2         1016A         B10         A2120         C13         3073G         B6         4152X3         E3           483½         C13         717D         B4         1017         B9         AC2120         C18         3073G         B7         4153X         E3           483½         C13         717M         B4         1020A         B10         E2120         C18         3077G         B7         4153         E3           492         E7         719A         B2         1020U11         A15         P2120         C18         A3120         C20         4153½         E3           500         719D         B4         1020U85         A15         MT2125         C27         AC3120         C20         4153½         E3           DFP500         C43         722         C3         P1025         C20         P2125         C27         P3120         C20         4153X½         E3           FL500X         D37         D722         C30         XP1025         C20         P2140         C27         MT3140         C27         4153X3         E3           502M         C36         R722         C3 <td< td=""><td>482½C13</td><td>713EA</td><td></td><td></td><td></td><td></td><td></td><td></td><td>4152X2</td><td>E3</td></td<>	482½C13	713EA							4152X2	E3
483½ C13 717D B4 1017 B9 AC2120 C18 3075G B7 4153 E3 492 E7 717M B4 1020A B10 E2120 C18 3077G B7 4153½ E3 492 E7 719A B2 1020U11 A15 P2120 C18 A3120 C20 4153½ E3 500 719D B4 1020U85 A15 MT2125 C27 AC3120 C20 4153½ E3 DFP500 C43 722 C3 P1025 C20 P2125 C27 P3120 C20 4153½ E3 F1500X D37 D722 C10 XP1025 C20 P2140 C27 MT3140 C27 4153X3 E3 502M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153X4 E3	482½C13	717A							4152X3	ЕЗ
492 E7 717M B4 1020A B10 E2120 C18 3077G B7 719A B2 1020U11 A15 P2120 C18 A3120 C20 41531/3 E3 719A B2 1020U15 A15 P2120 C18 A3120 C20 41531/3 E3 719A B4 1020U85 A15 MT2125 C27 AC3120 C20 41531/4 E3 DFP500 C43 722 C3 P1025 C20 MT2140 C27 MT3125 C27 4153X3 E3 FL500X D37 D722 C10 XP1025 C20 P2140 C27 MT3140 C27 4153X3 E3 502M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153X4 E3		7170 0							4152X4	E3
Total   Tota		717MB	1020A	B10	2120	C18	3077G	B7		
500         719D         B4         1020085         A13         M12125         C27         AC3120         C20         4153X³¼         E3           DFP500         C43         719M         B4         MT1025         C20         P2125         C27         P3120         C20         4153X³¼         E3           FL500X         D37         D722         C3         P1025         C20         MT2140         C27         MT3125         C27         4153X2         E3           FL500X         D37         D722         C10         XP1025         C20         P2140         C27         MT3140         C27         4153X3         E3           502M         C36         R722         C3         1026C         B6         2152         C12         A3160         C20         4153X4         E3		719AB	2 1020U11							
DFP500         C43         719M         B4         M11025         C20         MT2140         C27         MT3125         C27         4153X2         E3           FL500X         D37         D722         C10         XP1025         C20         P2140         C27         MT3125         C27         4153X3         E3           502M         C36         R722         C3         1026C         B6         2152         C12         A3160         C20         4153X4         E3	500						AC3120	C20	4153X3/4	E3
FL500X D37 D722 C10 XP1025 C20 P2140 C27 MT3140 C27 4153X3 E3 502M C36 R722 C3 1026C B6 2152 C12 A3160 C20 4153X4 E3									4153X2	ЕЗ
502M		7 / 2							4153X3	E3
502M25	502MC3	6 R722C	3 1026C	B6 2	2152	C12	A3160	C20	4153X4	ЕЗ
	502M25C3	7 722½C		B6 V	W2152	C12	AC3160	C20	4155	ЕЗ

Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page	Stock No.	Page
	E3	AC4940AC4980		7303		M16320 M16480		XP46160 FLX46200		FLEX147500	
4210	E4	A04300	021	P73037320		M16720		46240	D14	FLEX147750 M161000	
42101/3	E4	5000		7320 colors		M17120		AC46240	D14	M171000	C27
42101/5	E4	5010		7321	D4	M17160		C46240		MT211000	
4210T 4225	E4	5023		7321 colors	D4	M17240 M17320		P46240XP46240	D14	351000	
4227	E3	5043		7321-2		M17480		FLX46250		AC351000 C351000	
DFP4234	C48	5200 5251		7420 colors		M17720		FLX46300	D29	FLX351000	
4300	E3	5300		7421		00.0	00	46320	D15	P351000	D13
4310T	E4	5351		7421 colors		20,0	00	AC46320		XP351000	
4320 4321		54821/3		7421-2		20492		C46320		FLX351500	
4322	D5	54821/		7520		20492E		XP46320	D15	FLX352000 FLX352500	D29
4323	D5	5483½ 5483½		7520 colors 7521		A21000 AC21000		FLX46400	D29	FLX353000	
4324	D5	5514C	C38	7521 colors		P21000		46480		FLX354000	
4325		5516C		7521-2	D4	MT21120		AC46480		FLX355000	D29
4326	D6	5524E		P8125		MT21160		C46480		FLX357500 FLX371000	D29
4328	D6	5526E		8525		MT21240		XP46480		FLX371500	
4329		5752		C8525	D18	MT21320 MT21480		FLX46500	D29	FLX372000	
4330		5752 <sup>1</sup> / <sub>3</sub> 5752 <sup>1</sup> / <sub>3</sub> -1	C34	8540	D18	MT21720		46720		FLX372500	D29
4331	D4	57521/3-2		C8540	D18	23201	D6	AC46720		FLX373000	
4350 4420 4420	E4	57521/3-3	C34	P8540	D18	23202		C46720P46720		FLX374000	
4421	D4	R5752		8580		23203		XP46720		FLX375000 FLX377500	
4422	D5	R57521/ <sub>3</sub>		9103		23204		FLX46750		461000	
4423	D5	R5752 <sup>1</sup> / <sub>3</sub> -1 R5752 <sup>1</sup> / <sub>3</sub> -2		9105	C14	25291		35	100	AC461000	D15
4425	D5	R5752 <sup>1</sup> / <sub>3</sub> -3	C34	9200LB		25292		50,000		C461000	D15
4426	D5	5753		9200T½	C14			FLX58100	D29	P461000	
4429 4430	D3	57531/3	C34	9200T <sup>1</sup> / <sub>3</sub>		30,00	)()	58120	D17	XP461000 FLX461000	
4431	D4	57531/3-1		9200T½	C14	AC31000		AC58120		FLX461500	
4437	D6	5753½-25753½-3	C34	AC9200T%		34703		C58120P58120	D17	FLX462000	
4520	D3	R5753		9300T½		34723		XP58120		FLX462500	D29
4521	D4	R5753T		9300T <sup>1</sup> / <sub>3</sub>	C14	34727 FLX35100	D25, D39	58160	D17	FLX463000	
4525 4526	D5	5812	D20	9300T½		35120		AC58160	D17	FLX464000	
4529	D5	AC5812	D20	AC9300T%		AC35120	D13	C58160	D1/	FLX465000 FLX467500	D29
4530	D3	C5812		93320		C35120	D13	P58160XP58160	D17	581000	D17
4531	D4	P5812X5812		9425		P35120	D13	FLX58200	D29	AC581000	
4560NT	E3	XP5812		P9425		XP35120		58240	D17	C581000	D17
4612	D20	5825	D16	9503	C14	35160 AC35160		AC58240	D17	FLX581000	
AC4612	D20	A5825		9505	C14	C35160	D13	C58240	D17	P581000XP581000	
P4612	D20	AC5825		95320 P9625		P35160	D13	P58240XP58240	D17	FLX581500	
X4612	D20	C5825 P5825		F9025		XP35160		FLX58250	D29	FLX582000	
XP4612	D20	X5825	D16	10,000	) 1	FLX35200		FLX58300	D29	FLX582500	
4620	D3	XP5825		10703		35240 AC35240	D13	58320	D17	FLX583000	
4621	D14	5831		10727	25, D39	C35240	D13	AC58320	D17	FLX584000 FLX585000	D29
A4625	D14	AC5831		13512	D34	P35240	D13	C58320		FLX587500	
AC4625	D14	C5831 P5831		13525	D34	XP35240	D13	P58320XP58320	D17	FLEX1431000	D36
C4625	D14	X5831		13531		FLX35250 FLX35300	D29	FLX58400	D29	FLEX1431500	
P4625	D14	XP5831	D21	13550	025. D34	35320		58480	D17	FLEX1432000 .	
X4625XP4625	D14	5840	D16	14133-1	D38	AC35320		AC58480	D17	FLEX1432500 . FLEX1433000 .	
4631	D21	AC5840	D16	14133-2	D38	C35320	D13	C58480	D17	FLEX1434000 .	
AC4631	D21	C5840 P5840		14135-4		P35320		P58480XP58480		FLEX1435000 _	
C4631	D21	XP5840		14135-5		XP35320 FLX35400		FLX58500	D29	FLEX1437500 .	
P4631		5850		14143-1		35480		58720	D17	FLEX1441000 .	
X4631	D21	AC5850		14145-4		AC35480		AC58720	D17	FLEX1441500 . FLEX1442000 .	
4640	D14	C5850		14145-5	D38	C35480	D13	C58720	D17	FLEX1442500	
AC4640	D14	P5850 5880		14155-1		P35480		P58720 XP58720			D36
C4640	D14	AC5880		14155-2		XP35480 FLX35500	D29	FLX58750		FLEX1444000	
P4640		C5880	D16	14155-3		35720		FLEX143100	D36 🐫	FLEX1445000 . FLEX1447500 .	D36
XP4640 4650		P5880		14313		AC35720		FLEX143200	D36	FLEX1447500 .	
AC4650	D22	XP5880		14315	D35	C35720	D13	FLEX143250			D37
C4650	D22	5920 5922		14373	D25, D35 🥖	P35720		FLEX143300 FLEX143400		FLEX1452000 .	D37
P4650	D22	5923		14375		XP35720		FLEX143500		FLEX1452500 .	D37
4680		5930	C35	14413	D35	FLX35750 FLX37100		143725	D25	FLEX1453000 .	
AC4680		5932		14513	D35	FLX37200		FLEX143750		FLEX1454000 . FLEX1455000 .	
C4680	D14	5933		14515		FLX37250	D29	FLEX144100		FLEX1457500	
XP4680		FL6000X6905		14612	D34	FLX37300	D29	FLEX144200		FLEX1471000	D37
4821	D4	P6905		14625	D34	FLX37400		FLEX144250		FLEX1471500	
4903	D26	6925		14631		FLX37500 FLX37750		FLEX144400	D36	FLEX1472000 .	
FF4903	D26	P6925	D19	14650 14733-1	D34	1 LA3//30		FLEX144500 _	D36	FLEX1472500	
FF4903E	D26	XP6925	D19	14733-1	D38	40,0	00	FLEX144750	D36	FLEX1473000	
4905		7000		14735-4		-		FLEX145100 -		FLEX1474000 .	
P4905	D26		D11	14735-5	D38	40301 FLX46100		FLEX145200 - FLEX145250 -		FLEX1475000	
4912	D27	7016		14902	D39	46120		FLEX145300		FLEX1477500	
AC4912	D27	7017 7018		14902E		AC46120		FLEX145400 .		FLX3510000	
P4912	D27	7039		15045		C46120	D14	FLEX145500 .	D37	FLX3710000	
4925		7041		15812 15825		P46120		FLEX145750 .	D37	FLX4610000	
AC4925		7043	B11	15831		XP46120		FLEX147100 .		FLX5810000	
P4925		7045		15850		46160		FLEX147200 .		FLEX14310000	
4931		7046		M16120	C27	AC46160		FLEX147250		FLEX14410000	
AC4931		7060C2		M16160 M16240		C46160		FLEX147300 - FLEX147400 -		FLEX14510000	
P4931						P46160				FLEX14710000	

# H Oxford





# FIND INACTIVE RECORDS FAST...

# AND AT LOWER COST

Government regulations and your own business practices dictate that certain inactive records be kept in storage...some for a year or two...some even permanently.

Just how are you going to keep them? In what kind of containers? Will shelving be required? Does it make a difference whether reference is frequent or seldom? Will the right container save you time and reduce costs?

At last there's an easy way to select the proper storage device. Simply determine how long you must keep a record, how frequent the reference will be, and whether or not the available storage space is equipped with shelving.

Then use the SCORING CHART on the opposite page to determine the storage file you need.

Oxford storage devices cover every record storage need.



# USE THIS SCORING CHART TO DETERMINE THE STORAGE FILE YOU NEED



#### RETENTION

short period (2 years or less).....score 1, medium period (2 years to 10 years)....score 2, long period (over 10 years)....score 3,

Retention Score.....

#### REFERENCE

seldom or never	score	1,
once or twice a week	.score	5,
every day		

Reference Score.....

See page

A4—7 A6—7 A8—9

A12-15

Add Retention and Reference Scores for Total Score.....

**BINDAFILES** 

#### If the Total Score is

	2,	3	or	4:
	6,	7	or	8:
11.	12	2 0	r 1	3:

For "Front Office" use regardless of score:

For lowest cost regardless of score:

For low cost with frequent reference:

For punched Office Forms:

For marginally punched tab forms:

For storage of punched cards

For use on existing shelving:

#### **Recommended File**

OXECON or STANDARD
STANDARD
STEEL CLAD or STEEL FRONT

STEEL FRONT A8—9

OXECON A4—5

STANDARD A6—7

TABFORM BINDAFILE A14
TAB CARD

STORAGE FILE A10-11

OXECON or STANDARD A4—7





# Oxford OXECON "NO TAPE" STORAGE BOXES

### WITH FEATURES NOT FOUND IN ANY OTHER BOX-TYPE STORAGE FILE

# STOCK SIZES FOR ALL COMMONLY USED OFFICE FORMS

#### FASTEST, EASIEST TO SET UP

Other storage boxes assemble with slow, messy tape. OXECON features jiffy folding set up, no tapes, no sponge, no water.

#### **SMOOTH BOTTOM**

Easy to pile and unpile. Slide smoothly off the shelf. No taped flaps to catch or rip.

#### **DUST-PROOF, NO-SAG TOP**

Aluminum top-plate with edge lock provides dustproof closure, prevents "swayback" lid.

#### **STURDIER**

Double-wall bottom and double-wall ends will carry heavier loads.

#### PACKED FLAT, 12 TO A CARTON

Until ready to use, your OXECON Storage Boxes take little space in the supply room.

#### MONEY SAVING HINT:

Search your current steel filing cabinets for INACTIVE records, and release this expensive space for better use, by transferring inactive records to low cost OXECON storage boxes.

DESIGNED TO SAVE YOU TIME AND MONEY

Alumir provide "sway!

Smooth slide or

No hun messy t

Shorter content

Double-



Aluminum top plate with edge lock provides dustproof closure, prevents "swayback" lid



Smooth bottom, without tape. Easy to slide on and off shelving



No hunting for a sponge to moisten messy tape, There IS NO TAPE!



Shorter flaps allow easier access to contents

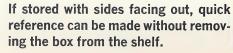


Double-wall bottom and double-wall ends support heavier loads

Modern storage practices key the style of container to the frequency of reference and length of retention. OXECON storage boxes are for your extremely inactive records—yet when the call does come, OXECON storage keeps every paper in perfect condition, in perfect order, and available for convenient reference. There's nothing more active than an inactive record that you need but can't find.

For more efficient use of the shelving in your storage area specify OXECON storage boxes. They are more than a carton tied with a shoe lace. They are files, designed for greater strength and easier handling, at no extra cost.

AT LAST A STORAGE FILE FOR SHELF FILING FOLDERS! Side-tabbed shelf-filing folders won't fit in regular letter size storage files without crushing the tabs, and hiding the headings completely. The new side-opening OXECON No. 61H permits full view of headings of side tabbed folders. This new file is shipped with a vertical divider that keeps folders upright, and reinforces for stacking 3 high.





#### **OXECON** sizes and list prices

number	description	inside height	measure width	ments depth	1-11 each	12 up each	wgt. per carton
61	Letter	101/4	12	24	\$1.86	\$1.80	351/2
62	Legal	101/4	15	24	2.20	2.14	43
63*	Invoice & 2 row 8 x 5	81/4	10%	24	1.60	1.54	29
64	Check or Vouchers	33/4	9	24	1.28	1.22	15½
65	Check or Vouchers	41/4	9	24	1.34	1.28	16
66	Check or Vouchers	41/2	101/2	24	1.50	1.44	18
68	5 x 8 cards	51/4	81/4	24	1.34	1.28	15¾
69	4 x 6 cards	41/4	61/4	24	1.24	1.18	121/2
610	3 x 5 cards	31/4	51/4	24	1.12	1.06	101/2
612	Deposit Slips	4	8	24	1.26	1.20	141/2
613	6 x 9 Cards	61/4	91/2	24	1.44	1.38	181/2
614	5½ x 8½ Forms	53/4	83/4	24	1.38	1.32	17
61H†	Letter (side-opening)	101/4	129/16	24	2.75	2.69	441/2

<sup>\*</sup>Divider strips available as optional accessory. See page A9.

<sup>† 61</sup>H PRICE INCLUDES VERTICAL DIVIDER
All files packed 12 to a carton



Oxford STANDARD FILES THE I

PUL

STA

yet
ing
pul
you
con
stu
Bu
AR

Sel req infr

pri

n

# PULL DRAWER CONVENIENCE STACK FIVE HIGH WITHOUT SHELVING THE LOWEST COST STORAGE FILE WITH PULL DRAWER REFERENCE

When reference to your stored records is not heavy, yet is frequent enough to make the use of top closing boxes a chore, then you need the lowest cost pull drawer file, OXFORD STANDARD SERIES. If you already have shelving, you'll appreciate the convenience and instant reference of having these sturdy pull drawer files on your storage shelves. But remember, you don't need shelving for STANDARD FILES, which stack and interlock into solid banks. Five or six high letter size is no problem. So you don't need to add the cost of shelving to the price of STANDARD FILES.

Select STANDARD FILES when storage period required is short, and reference is regular but infrequent.

#### DESIGNED FOR LOW COST AND LONG SERVICE

Natural color board and no frills keeps the price down. STANDARD SERIES is the lowest cost pull drawer storage file.

Crush proof against any normal load. Double thick side walls permit high stacking with free action of every drawer.

No separate metal parts to attach. Entire file assembles in a jiffy, occupies little space when stored flat in supply room.

Back locks fasten files together vertically, to prevent files tipping forward when opened.

High sides of drawer permit flat storage of 11x17 or longer sheets, or use as receptacles for light repair or production parts.

number	for records such as	inside	measure	ements	1-9	10 up	wgt. per
Halliber	for records such as	height	width	depth	each	each	carton
1	Letters	101/4	12	24	\$2.95	\$2.89	60
2	Legal or Cap Size	101/4	15	24	3.70	3.62	70
3	*Invoice, 2 rows 8x5	83/4	10¾	24	2.85	2.73	56
4	Checks or Vouchers	33/4	9	24	2.15	2.05	30
5	Checks or Vouchers	41/4	9	24	2.15	2.05	30 🐧
6	Checks or Vouchers	43/4	101/4	24	2.40	2.30	§ 34
7	Tabulating Cards	33/4	75/8	24	2.15	2.05	25
8	5x8 Cards or Forms	5½	81/4	24	2.40	2.30	31
9	*4x6 Cards (2 rows)	41/2	12¾	24	2.75	2.67	44
10	*3x5 Cards (2 rows)	31/2	10¾	24	2.70	2.57	31
12	Deposit Slips	41/4	81/4	24	2.15	2.05	28
13	5½x8½ or 6x9 Forms	6	9	24	2.75	2.67	42

<sup>\*</sup>These files furnished with divider strip for 2 row filing. Double width forms may be filed merely by discarding the divider or placing it at the side to take up any excess width.

Packed flat, 10 files to the carton, in full carton lots only In natural color board only



# Oxford STEEL FRONT FILES



Oxford STEEL CLAD FILES

**STEEL FRONT:** For temporary current filing as well as for heavy duty transfer filing. Your front office may not be the spot for transfer files, but when there's no other place to put them, make use of handsome OXFORD STEEL FRONT files. Finished in Oxford grey, and stacked in four or five high units, they are hard to tell from steel cabinets.

Another frequent STEEL FRONT use is for any very active but temporary filing project that does not warrant an investment in expensive filing cabinets.

STEEL CLAD: For heavy duty, long term transfer filing, STEEL CLAD is the logical choice. Any transferred record that is going to be retained for a long time with a need for occasional reference, or records that for a short period will be looked up every day, require the longevity and sturdiness of OXFORD STEEL CLAD files.

CONSTRUCTION DETAILS: Steel collar fastens securely to the shell, and provides horizontal and vertical interlocking. Files can be stacked as high as space allows. OXFORD grey finish is fade-proof, even in direct sunlight. Matches the best office decor. STEEL FRONT is heavy gauge furniture steel. Front of STEEL CLAD file is double thick grey corrugated. Both can be depended on for long, hard service. Drawer bottoms waxed for easy sliding. Drawers designed for quick assembly with key slot locks at four corners.

#### STEEL FRONT FILES 6 sizes, in Oxford Grey

Stock No.	For records such as		Inside sureme W	nts D	1-5 Each	6-up Each	Wgt. per Carton
71A	Letters	101/2	121/4	24	\$5.10	\$5.00	44 lbs.
72A	Legal or Cap Size	101/2	151/4	24	6.50	6.40	48 lbs.
75A	Checks or Vouchers	41/2	91/4	24	3.50	3.36	22 lbs.
76A	Checks or Vouchers	5	101/2	24	4.20	4.08	26 lbs.
78A	5x8 Cards or Forms	53/4	83/8	24	3.85	3.75	23 lbs.
713A	51/2x81/2 or 6x9 Forms	63/4	91/4	24	4.15	4.02	26 lbs.
	The supposed from the supple from the supple						A STATE OF THE STA

PACKED FLAT, 6 FILES TO THE CARTON.

#### STEEL CLAD FILES — 10 sizes, in Oxford Grey

Stock No.	For records such as		Inside sureme W	nts D	1-5 Each	6-up Each	Wgt. per Carton
71E	Letters	101/2	121/4	24	\$4.10	\$3.98	37 lbs.
72E	Legal or Cap Size	101/2	151/4	24	5.00	4.90	41 lbs.
73E	*Invoices, 2 rows 8x5	8 1/8	103/4	24	4.00	3.90	33 lbs.
75E	Checks or Vouchers	41/2	91/4	24	2.75	2.65	20 lbs.
76E	Checks or Vouchers	5	101/2	24	3.50	3.40	22 lbs.
77E	Tabulating Cards	4	73/4	24	2.75	2.65	21 lbs.
78E	5x8 Forms	53/4	8 %	24	3.15	3.05	21 lbs.
79E	*4x6 Cards (2 rows)	5	12 1/8	24	3.70	3.60	25 lbs.
710E	*3x5 Cards (2 rows)	4	10 1/8	24	3.50	3.40	21 lbs.
713E	51/2x81/2 or 6x9 Forms	63/4	91/4	24	3.45	3.35	23 lbs.

\*These files furnished with divider strip for 2 row filing. Double width forms may be filed merely by discarding the divider or placing it at the side to take up any excess width. PACKED FLAT, 6 FILES TO THE CARTON.

#### **FOLLOWER BLOCKS**

Stock No.	For Files	Price Each	Lots of 6 Each	Wgt. per Carton
2159	5, 7, 9, 10, 12, 75, 77, 79, 710,	\$.49	\$.42	3
2160	4, 6, 8, 13, 76, 78, 713	.49	.42	31/2
2161	1, 2, 3, 71, 72, 73	.49	.42	4

#### **BACK LOCKS**

For use with Standard, Steel Front, Steel Clad and Tab Card Storage Files to fasten files together vertically at the back.

Stock No.	Price Each	Per 100	Wgt. per 100
19	\$.04	\$3.15	21/2

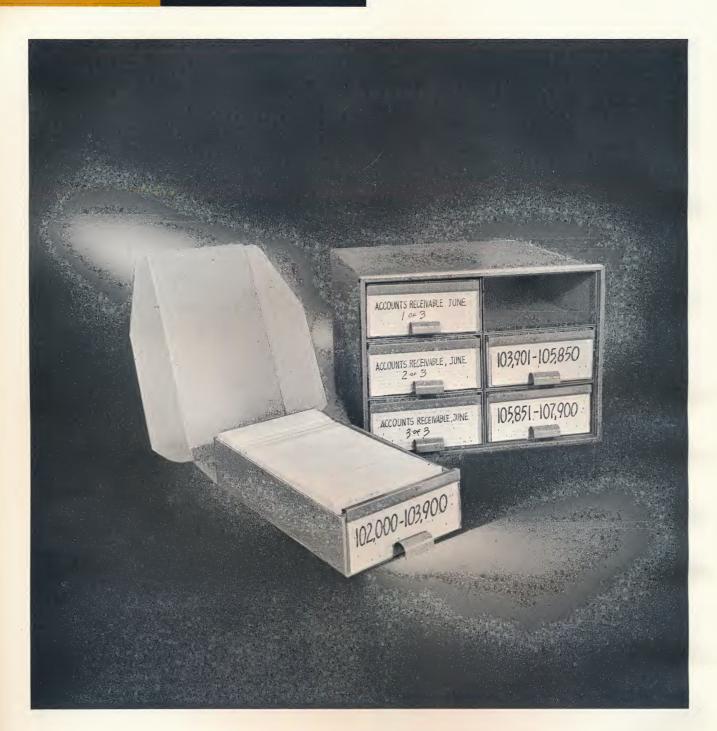
#### STEEL BASES

Letter, legal and check (No. 75) sizes for use with either Steel Front or Steel Clad Files.

Size	Stock No.	Price Each	Wgt. ea.
Letter	B71	\$3.95	4 1/2
Legal	B72	3.95	41/2
Check	B75	3.95	4

#### **DIVIDER STRIPS**

Stock No.	For Files Nos.	Price Each	Per 100	Wgt. per 100
Style A	1, 2, 3	\$.07	\$4.73	
Style B	4, 5, 6, 7, 8, 9, 10, 11, 12, 13	.05	4.20	
Style H	71, 72, 73, 713,	.09	7.61	3
Style L	75, 76, 77, 78, 79, 710,	.09	6.93	1 - 1
Style K	63	.07	4.73	- Control of



NEW, LOW-COST

Oxford

TAB CARD STORAGE FILE

#### PROVIDES EFFICIENT STORAGE OF PUNCHED CARDS IN ORI-GINAL SHIPPING CONTAINERS.

Tab card boxes (2000 card capacity) can now be converted into labeled, steel handled drawers stored in the new six compartment OXFORD Tab Card Storage File.

#### **QUICK FINDING**

Instead of rummaging through boxes of cards scattered on tables or tops of cabinets, the cards you want are instantly accessible. No lifting or replacing card boxes to reach cards underneath random piles of containers. Just pull out a single "drawer" or replace it in the file opening reserved for it.

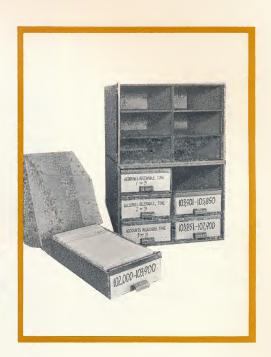
#### STACK 6 COMPARTMENT FILES — As many as you need

These 6-compartment-files stack and interlock in banks in any configuration your floor or top-of-cabinet space requires. No need for shelving. Stack-klips and banking locks are supplied with each file. Steel collars securely fastened to the outer case supports arrangements up to 6 files high.

#### HANDSOME AS WELL AS STURDY

Each file is finished in OXFORD Grey for front office appearance, with steel handles and label strips in matching color.

Stock No.	1-5 Each	6 up Each	Wgt. Carton of 6
776	\$5.10	\$4.98	34 lbs.



#### STEEL HANDLES AND LABEL STRIPS

Steel handles and label strips (supplied with each OXFORD Tab Card Storage File) are available separately to convert tab card containers to pull drawers. Packed in boxes of 6 "sets", each set consists of one handle and one label strip.

Stock No.	Per Box of 12 Sets	Wgt. Per Box
776CH	\$2.75	3 lbs.





# OxfordBINDAFILES

This battery of Bindafiles is not a pile of loose boxes. They are FILES, interlocked into a single cabinet of 24 drawers (or in whatever units you may require). You pull out any drawer—no unpiling to get at the one you want.

#### FOR FILING:

Prescription Blanks Sales Checks Continuous Register Forms Deposit

Slips Delivery Receipts Invoices Voucher Checks Purchase Orders

Bills of Lading (and any snap-out forms) Ledger Sheets Journal

Sheets Legal Forms Tabulating Forms (and most office forms)

the f

KEEPS

Dust ar type bi enclosi clean.

Bindafi give ful posts p remove

With Bound No lab stay in sequen shelves other by you wa

**FIXED** 

A Bind an ope cover to are rea

FOR C AS WE Many active active to its h age qu old fas to pili unwield your b

Binda<sup>-</sup>

HO ST Bin

A 12

# the file with the BUILT-IN BINDER POSTS

#### **KEEPS RECORDS CLEAN**

Dust and dirt are the enemies of plain booktype binders, piled on shelving. All-around enclosure of Bindafile keeps your records clean.

#### FLEXIBLE POSTS HELP YOU SEE ALL

Bindafile records bend open on Flexible posts, give full sheet visibility, read like a book. Rigid posts prevent a full look at sheets, unless you remove papers from posts.

#### **FIXED LOCATION SPEEDS FINDING**

With Bindafiles, you simply pull out a drawer. No laborious piling and unpiling. Bindafiles stay in correct alphabetical or numerical sequence. Binders or box binders piled on shelves always get shuffled around, because other binders must be moved to get at the one you want.

#### TAKES LESS DESK SPACE

A Bindafile on your desk has no cover—it's an open drawer, compact and convenient. No cover to open, nothing to unwrap. All records are ready for reference.

# FOR CURRENT RECORDS AS WELL AS STORAGE

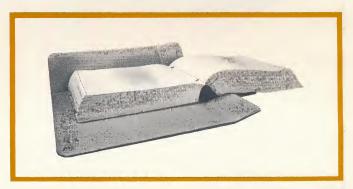
Many find Bindafile useful for the filing of active records as well as for transfer of semi-active ones. And it's no wonder—in contrast to its handling ease and neat file-drawer storage qualities, conventional desk binders seem old fashioned indeed. So why not put an end to piling and unpiling of dust-catching unwieldy boxes or post binders—modernize your binder filing now with Oxford's new Bindafile.

# BINDAFILE OFFERS THESE OUTSTANDING FEATURES



TAKES LESS SPACE...On your desk, compact Bindafile takes 1/3 less space than conventional "post binders" when referring to papers....In storage, Bindafile's "file cabinet" feature and pull-drawer access mean space economy and quick reference. Contrast this feature with the inaccessibility of bulky storage boxes piled on top of one another and often wasting valuable shelf space.

KEEPS PAPERS NEATER... Bindafile's compressor plate keeps papers in perfect order, and its sturdy fiber-board shell wards off dust. Capacity is 4"-1000 sheets 16 lb. bond.



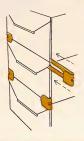
SPEEDS PAPER HANDLING...Once on your desk, Bindafile's skillful interior design provides full-page visibility of stored records, without having to remove them. Flexible non-kinking posts provide quicker, easier insertion of papers, won't tear punched holes. You thread each post separately through the papers instead of trying to place two holes over two posts at the same time (a disadvantage of conventional storage binders with rigid posts).

### HOW TO USE BINDAFILE STACKERS No. 29

Bindafile stacks and locks (as illustrated) into banks of pull-drawer units. Each file is easily removed and easily replaced without juggling position of other files.



FRONT
Insert stackers
at A to join
files vertically,
at B to join
side by side.



Insert stackers as illustrated to join files vertically.



EASY REFERENCE AND COMPLETE PROTECTION FOR MARGINALLY PUNCHED SHEETS



If you're tired of coping with clumsy boxes or dust-catcher book-type binders for storage of marginally punched forms, then why not switch to Oxford's new Tabform Bindafile. This revolutionary yet low-cost storage device offers both file-drawer access for easy reference and allaround enclosure for complete protection of records from dust and dirt.

Special flexible posts in "Tabform" Bindafiles are made of tough nylon over a thin wire core, designed for longest post life and maximum kink resistance. Tapered points insure smooth insertion for slick, quick fastening.

Not a carton that sprawls all over your desk when opened, Bindafile is a compact drawer-tray with built-in flexible posts in which you quickly stack punched forms. The drawer fits into a shell and shells stack and lock into banks. Bindafile thus forms its own file cabinet, eliminating the expense of costly shelving and providing a "front office" appearance.

a capa

A14

Stock Number	Sheet Size (Binding Side First)	Post Space	Each I 1-11	Prices 12 up	Weight Carton of 12		
A CONTRACTOR OF THE PARTY OF TH	"TABFORM" BINDAFILES for BURST Forms						
85X816	8½ x 8½	6"	\$1.63	\$1.59	12 lbs.		
85X1124	8½ × 10% 8½ × 11 8½ × 11¾	6"	1.79	1.75	14 lbs.		
85X1428	8½ x 13% 8½ x 14%	6"	1.92	1.88	16 lbs.		
11X816	11 x 8½	81/2"	1.67	1.63	13 lbs.		
11X1020	11 x 9½ 11 x 9% 11 x 10%	8½"	1.75	1.71	15 lbs.		
11X1227	11 x 11¾ 11 x 12²¾ <sub>2</sub>	8½"	1.83	1.79	17 lbs.		
11X1428	11 x 13% 11 x 14%	8½"	1.92	1.88	18 lbs.		
11X1725	11 x 15% <sub>6</sub> 11 x 17 <sup>2</sup> % <sub>2</sub>	81/2"	1.95	1.92	20 lbs.		
	TABFORM" BIN	NDAFILES fo	or UNBU	RST Form	ns		
816U85	8½ x 8½	8"	1.67	1.63	12 lbs.		
1020U85	10% x 8½	101/8"	1.79	1.75	14 lbs.		
1124U85	11¾ x 8½	1114"	1.83	1.79	14 lbs.		
1428U85	14% x 8½	143/8"	1.95	1.92	16 lbs.		
816U11	8½ x 11	8″	1.71	1.67	14 lbs.		
928U11	9% x 11	9%"	1.79	1.75	15 lbs.		
1020U11	10% x 11	101/8"	1.79	1.75	15 lbs.		
1124U11	11¾×11	1114"	1.83	1.79	17 lbs.		
1227U11	1223/32 x 11	1211/32"	1.88	1.83	17 lbs.		
1320U11	13% x 11	131/8"	1.92	1.88	18 lbs.		
1428U11	14% x 11	14%"	1.95	1.92	19 lbs.		
1725U11	1725/32 × 11	17%2"	2.04	2.00	21 lbs.		
# 8	SINDAFILES for	other punc	hed Offic	e Forms			
46B2	4% × 7	23/4"	1.25	1.20	8 lbs.		
58B2	5½ x 8½	23/4"	1.33	1.30	9 lbs.		
69B2	6 x 9½	23/4"	1.42	1.38	10 lbs.		
70B6	7½ x 10%	6%"	1.50	1.46	11 lbs.		
88B2	8½ x 8½	23/4"	1.42	1.38	11½ lbs.		
88B4	8½ x 8½	41/4"	1.42	1.38	11½ lbs.		
81B2	8½ x 11	23/4"	1.46	1.43	13 lbs.		
81B4	8½ x 11	41/4"	1.46	1.43	13 lbs.		
84B2	8½ x 14	2¾"	1.54	1.50	14 lbs.		
84B4	8½ x 14	41/4"	1.54	1.50	14 lbs.		
91B7	9½ x 11%	71/8"	1.58	1.54	16½ lbs.		
18B8	11 x 8½	8½"	1.46	1.43	14 lbs.		
14B7	11 x 14	7"	1.67	1.63	17 lbs.		
17B8	11 x 17	81/4"	1.67	1.63	19½ lbs.		
No. 29 9	No. 29 Stackers for all Bindafiles \$.80 per doz.						

Minimum Dealer Order: Carton of 12 of a number

All files are packed 12 to a carton, are  $5\frac{1}{4}$ " high (outside dimension) and have a capacity of 4" or 1000 sheets of 16 lb. bond. Compressor plate supplied with each file.

# REPRESENTATIVE LIST OF BINDAFILE USERS

Bendix Radio Division, The Bendix Corp.

Carl Zeiss Inc.

The Carpenter Steel Co.

Chesapeake & Potomac Telephone Co.

Commercial Credit Co.

**Delta Airlines** 

General Electric Co., Lamp Division

Hilton Credit Corp.

John Deere Intercontinental Ltd.

Kitchens of Sara Lee

Lockheed Electronics

Los Angeles Stock Clearing Corp.

Martin Marietta Corp.

Phillips Petroleum Co.

Pullman Trust & Savings Bank

Rockwell Standard Corp., Transmission & Axle Division

The Ruberoid Co.

Singer Sewing Machine Co.

Statler Tissue Corp.

Sutro & Co.

Todd Shipyards Corp.

Union Bank & Trust Co., Los Angeles

Union Tank Car Co.

Universal Match Co.

U.S. Steel Corp., Fairless Works

ZG



SECURITIES CLEARING HOUSE-396 Bindafiles here, to store marginally punched tab forms which require frequent



FACTORING OFFICE-350 Steel Front Files stacked on top of current filing cabinets. Hard to tell them apart!



TRANSFERRED CORRESPONDENCE — 65 Steel Clad Files, set up in records department for quick reference, good service and good looks.



OXECON STORAGE-Not much need for reference, so they are stacked three deep in storage bins.

#### SOLVING THE RECORDS RETENTION **PROBLEM**

Every day thousands upon thousands of cubic feet of storage space are filled with transferred papers. Many problems of reference and retention arise, but the "Big 5" line of Oxford Files makes the solutions easy.

Where reference is frequent, Oxford pull-drawer style files save time and work.

Where there is very little reference and comparatively short retention, low-cost Oxecon storage boxes save money.

And for punched records, the new Oxford Bindafile is an unbeatable combination for convenience and economy.

#### SATISFIED USERS

If your storage requirements are as extensive as the installations illustrated on this page, you will appreciate the wide choice found in the "Big 5" line of Oxford Files. To determine quickly which Oxford File is best for your storage or transfer operation, fill in the chart on page A3.

Then go to your nearby Oxford Office Equipment Dealer, who usually can supply you from stock; or he can get large quantities with little or no delay, because Oxford Files are distributed nationwide from Oxford factories and warehouses in New York, St. Louis, Chicago, Dallas, Los Angeles, and Augusta, Ga.

#### Save Yourself from COSTLY TRANSFER TIME FILING MISTAKES!



A new 20 page manual that takes a new look at the old problem of record transfer and retention. Tells you how and when to transfer, how long to retain what you transfer, "Must" reading for everyone concerned with improved procedures and lower cost in record retention.

Send for your copy today. Just address:

Oxford, Garden City L.I., N.Y.

H Oxford





red fiber
EXPANDING FILES • FLAT &
EXPANDING ENVELOPES •
POCKETS • JACKETS



# EXPANDING FILES, A-Z, 21 POCKETS

Alphabetical filing is easy and convenient in an Oxford Expanding File. Takes up small space when not in use, yet expands to more than eighteen inches of efficient filing. Space for name headings on each partition. Alphabet is in five positions and tab cut for visibility. All files individually boxed.

Stock No.	Description Doz	Price each . lots, asst'd	Wgt. per Doz.		
LETTER SI	ZE, 10 x 12				
517A 617A 717A 817A	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	\$2.50 3.60 3.90 6.20	30 29 32 33		
LEGAL SIZ	E, 10 x 15	<b>建筑</b>			
519A 619A 719A 819A	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	3.90 5.10 5.55 7.70	28 33 34 <sup>3</sup> ⁄ <sub>4</sub> 35 <sup>1</sup> ⁄ <sub>2</sub>		
RECEIPT a	nd CHECK SIZE, 43/4 x 101/4				
507A 607A 707A 807A	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	2.50 3.25 3.70 5.40	13 14 15½ 17		
NOTE SIZE	NOTE SIZE, 7 x 12				
515A 615A 715A 815A	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	2.50 3.80 3.90 6.20	18 20 22 23		
STATEMEN	IT and BILL SIZE, 7½ x 9¾				
509A 609A 709A 809A	Kraft, with flap Red Fiber, no flap* Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	2.50 3.70 4.00 6.20	17 19 19½ 20		
3½ x 6 SI	ZE A A A A A A A A A A A A A A A A A A A				
603A	Red Fiber, no flap*	3.10	12		
4½ x 7 SI	ZE				
604A	Red Fiber, no flap*	3.25	13		
5½ x 9 SI	ZE				
608A	Red Fiber, no flap*	3.70	15		

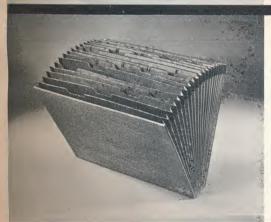
<sup>\*</sup>Red fiber expanding files with flap, without elastic tie will be furnished promptly to order at same prices.



817A FULL CLOTH A-Z WITH FLAP AND ELASTIC TIE Every outside surface covered with closely woven soil resisting red-brown cloth. Heavy board front and back provide complete rigidity. The deep flap with elastic tie is reinforced at the fold. All partitions are double thick at the top, and secured to gussets on both sides with extra depth stays. Pockets expand 1". Total expansion 22". Indexing is in five positions, undercut for full visibility. An exceptionally durable file, for hard use.



717A RED FIBER A-Z WITH FLAP AND ELASTIC TIE Extra deep flap is double thick. All outside surfaces are attractively embossed to simulate leather. Front and back are reinforced with heavy board, providing exceptional rigidity. Heavyweight partitions are secured to gussets with five inch "stays", and gussets are reinforced at top with 3/4 inches of cloth. Pockets expand 1" for a total expansion of 22". Will accommodate thousands of papers. Indexing is in five positions, undercut for full visibility. Elastic tie provides quick access and closure.



617A RED FIBER, NO FLAP A-Z

Extra heavy partitions are reinforced at top and doublestayed to gussets. Indexing is staggered in 5 positions, and is undercut for visibility and ease of removing contents. Front and back are reinforced with stiff board. Gussets reinforced at top with cloth. Front and back red-fiber is printed and embossed in simulated leather design, adding to durability and appearance. 1" expansion for each compartment, with total expansion of 22".



517A KRAFT, WITH FLAP A-Z

Securely made of heavy brown kraft with leatherette embossed finish. Low in price but ruggedly made for long and satisfactory use. Heavy gussets are reinforced with tape. A deep double-thick flap protects contents when file is not in use. Flap is triple thick across the fold. Each printed heading is tab-cut for greater visibility and easier filing. Pockets expand to 1" with total expansion of 22".

# EXPANDING FILES, DAILY 1-31, 31 POCKETS

For daily filing, follow-up filing, or filing in numerical groups up to 31. Printed headings are in five assorted positions, leaving tab spaces available for 3½" wide typed Oxford Rol-labels® or Dri-labels®, if name headings are desired.

Stock No.		Price each ots, asst'd	Wgt. per Doz.			
LETTER SI	ZE, 10 x 12	and the second s	A constraint			
517D 617D 717D 817D	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	\$3.90 5.75 6.50 9.00	28 37 37 42			
LEGAL SIZI	LEGAL SIZE, 10 x 15					
519D 619D 719D 819D	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	5.90 7.20 9.50 10.70	36 41 43 <sup>3</sup> / <sub>4</sub> 44			
RECEIPT a	RECEIPT and CHECK SIZE, 43/4 x 101/4					
607D	Red Fiber, no flap*	4.80	183/4			
NOTE SIZE	NOTE SIZE, 7 x 12					
615D	Red Fiber, no flap *	6.20	283/4			
STATEMEN	IT and BILL SIZE, $7\frac{1}{2} \times 9\frac{3}{4}$					
609D	Red Fiber, no flap *	5.95	243/4			

# EXPANDING FILES, JAN. TO DEC., 12 POCKETS

Papers filed by months for follow-up can be transferred at start of each month to a daily 1 to 31 expanding file if finer date selection is required. If desired the twelve compartments can be given name headings by applying typed labels.

Stock No.	Description Doz.	Price each lots, asst'd	Wgt. per Doz.		
LETTER SI	ZE, 10 x 12	de secondo a como como do la Unidado como como	endante Costo in d		
517M 617M 717M 817M	Kraft, with flap Red Fiber, no flap * Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	\$2.50 3.65 3.90 5.50	17 23 21½ 19¾		
LEGAL SIZ	E, 10 x 15				
519M 719M 819M	Kraft, with flap Red Fiber, flap, elastic tie Full cloth, flap, elastic tie	3.90 5.55 <b>7.50</b>	12 <sup>3</sup> / <sub>4</sub> 24 <sup>1</sup> / <sub>2</sub> 22 <sup>1</sup> / <sub>2</sub>		
RECEIPT a	RECEIPT and CHECK SIZE, 43/4 x 101/4				
607M	Red Fiber, no flap *	3.30	13½		
NOTE SIZE	7 x 12				
615M	Red Fiber, no flap *	3.80	161/2		

<sup>\*</sup>Red fiber expanding files with flap, without elastic tie will be furnished promptly to order at same prices.



517D, and 615D, Indexed 1-31, in various sizes

517M, and 607M Indexed Jan to Dec, in various sizes



RED with

No m the o many thick resis

FIBE

S

20

FIBER

e.

20<sup>2</sup> 20<sup>2</sup> 20<sup>2</sup>

# RED FIBER FIVE PIECE EXPANDING ENVELOPES with elastic tie and soil-resistant finish

No more tapes to tie. Quicker access to contents—just slip aside the durable elastic cord. Flap stays snugly closed over few or many papers. Flap is extra heavy Both front and back are double thick. Coated stock makes the surface scuff proof and highly resistant to moisture and grease.

#### FIBER GUSSETS, 13/4" EXPANSION — Packed 25 per box

Stock	Size	25-499	500 up	Wgt.
No.		per C	per M	per M
2029C	5 x 12	\$ 60.00	\$ 545.00	185
2033C	9½ x 11¾	88.00	790.00	315
2036C	10 x 15	102.50	916.00	410

#### FIBER GUSSETS, 31/2" EXPANSION - Packed 10 per box

Stock	Size	10-499	500 up	Wgt.
No.		per C	per M	per M
2049E	5 x 12	68.00	610.00	210
2053E	9½ x 11¾	97.00	870.00	360
2056E	10 x 15	117.00	1055.00	445



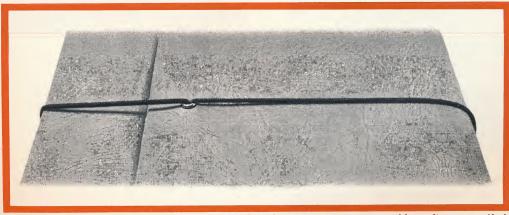
2029C 5" x 12" size, 13/4" expansion



2053E 91/2" x 113/4" size, 31/2" expansion



2036C 10" x 15" size, 134" expansion



Elastic cord closure is a great time-saver. You'll like the neat appearance—and it can't come untied.

1026C and 1029C 4" x  $9\frac{1}{2}$ ",  $4\frac{1}{4}$ " x  $10\frac{1}{4}$ " and  $4\frac{1}{2}$ " x 11" sizes with fiber gusset only. 5" x 11" size and larger, choice of fiber or cloth gussets.



1033C Most sizes available in choice of 3 expansions:  $1\frac{3}{4}$ ",  $3\frac{1}{2}$ " or  $5\frac{1}{4}$ ".



Eyelet reinforcement adds to durability under constant use.

# RED FIBER FIVE PIECE EXPANDING ENVELOPES

Deep flaps provide full cover, even when envelope is filled to capacity. The tops of expanding gussets are tape reinforced and then eyeletted securely to body to prevent pulling apart. The strong cloth tying tapes are securely attached to the body of the envelope. Back and front are double thick, for long service. All envelopes packed 10 per box.

1046E	BER GUSSET  1 3/4 \$ 36.30 3 1/2 39.80 5 1/4 55.00		130	
1046E	31/2 39.80		130	
		362.00		
	51/4 55.00		145	
1066G	margament for the last selection of the contract of the contra	496.00	165	
41/4 x 101/4 SIZE	FIBER GUSSET		\$10 to \$4.00	
1027C	13/4 39.80	362.00	150	
1047E	3½ 🛂 🗸 43.10	392.00	160	
1067G	56.00	505.00	155	
4½ x 11 SIZE,	FIBER GUSSET			
1028C	13/4 41.35	376.00	175	
1048E 😘 🤾	31/2 47.30	430.00	180	
1068G	51/4 56.65	515.00	205	
5 x 11 SIZE, FIBER GUSSET				
1029C	1 <sup>3</sup> / <sub>4</sub> 43.10	392.00	180	
	31/2 50.15	TO THE REAL PROPERTY OF THE PERSON OF THE PE	185	
1069G	51/4 60.95	554.00	210	
CL	OTH GUSSET			
3029C	13/4 53.45	486.00	180	
3049E	31/2 68.20	620.00	220	
3069G	51/4 80.40	731.00	220	
9½ x 11¾ SIZE	E, FIBER GUSSET	A SERVICE OF THE SERVICE OF		
1033C	13/4 64.35	585.00	285	
	31/2 69.30	630.00		
1073G	51/4 83.60	760.00	400	
	CLOTH GUSSET			
3033C	13/4 76.55	696.00	345	
3053E	31/2 94.05	855.00	380	
3073G	51/4 118.25	1075.00	440	

Stock No. 91/2 x 1 10350 1055E 10750 30350 3055E 30750 10 x 15 10360 1056E 30360 3056E 10 x 16 1037C 1057E 1077G 3037C 3057E 3077G 11 x 16 1038C 3038C 12 x 18 1040C

3040C

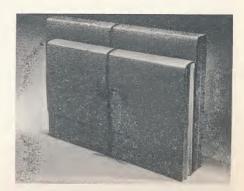
Stock No.	Exp.	10-499 per C	500 up per M	Weight per M
9½ x 14¾	SIZE, FIBE	R GUSSET		
1035C	13/4	73.15	665.00	360
1055E 1075G	3½ 5¼	80.30 95.15	730.00 865.00	370 410
10/30		H GUSSET	003.00	710
3035C	13/4	86.90	790.00	405
3055E	31/2	105.05	955.00	450
3075G	51/4	132.55	1205.00	480
10 x 15 SIZ	E, FIBER C			Sugar Succession (
1036C 1056E	1 <sup>3</sup> / <sub>4</sub> 3 <sup>1</sup> / <sub>2</sub>	75.70 85.80	688.00 780.00	370 410
1030E		GUSSET	780.00	410
20260	ÿ	N. C.	922.00	420
3036C 3056E	1 <sup>3</sup> / <sub>4</sub> 3 <sup>1</sup> / <sub>2</sub>	90.55 113.50	823.00 1032.00	430 485
10 x 16 SIZ	E, FIBER G	GUSSET	Jan Barrell	
1037C	13/4	86.35	785.00	460
1057E	31/2	94.80	862.00	490
1077G	5 <sup>1</sup> / <sub>4</sub>	114.40	1040.00	510
20270	R Y	GUSSET	25000	
3037C 3057E	1 <sup>3</sup> / <sub>4</sub> 3 <sup>1</sup> / <sub>2</sub>	105.60 123.85	960.00 1126.00	415
3077G	51/4	155.10	1410.00	540
11 x 16 SIZ	ZE, FIBER O	GUSSET		
1038C	13/4	93.50	850.00	490
	CLOTH	GUSSET		
3038C	13/4	111.10	1010.00	520
12 x 18 SI	ZE, FIBER (	GUSSET		
1040C	13/4	104.70	952.00	640
	CLOTH	GUSSET		
3040C	13/4	122.65	1115.00	630



1035C and 3075G Choose fiber gussets for most uses, but for the ultimate in appearance and durability, specify cloth gussets.



1036C and 3077G 10" x 15" or 10" x 16" sizes are popular carriers for legal size material.



1038C and 3040C  $\,11'' \times 16''$  and  $12'' \times 18''$  are oversize envelopes to accommodate drawings, charts, negatives or other larger than usual documents.

### FILE POCKETS — 5 PIECE RED FIBER

When filed material is bulky, the most satisfactory filing container is the vertical file pocket.  $5\frac{1}{2}$ " high gussets contain papers neatly, yet fold-down front flap makes papers quickly accessible.

Oxford File Pockets are double thick both front and back; back lining is salmon stock for legible indexing. Fiber gussets are reinforced at top edges with strong tape, and cloth gussets are made even stronger with an overall foundation of red fiber. All pockets are packed 25 per box. 1514C, 1524E, 1516C are also packed 50 per carton.

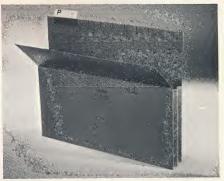
Stock No.	Exp.	Gusset	25-499 per C	500 Up per M	Weight per M			
LETTER SIZE STRAIGHT CUT								
1514C	13/4	Fiber	\$45.10	\$410.00	230			
3514C	13/4	Cloth	51.15	465.00	235			
1524E	31/2	Fiber	52.35	476.00	240			
3524E	31/2	Cloth	66.55	605.00	250			
LETTER SIZE	1/2 CU	T & State						
1514C-1/2	13/4	Fiber	47.30	430.00	210			
3514C-1/2	13/4	Cloth	53.35	485.00	220			
1524E-1/2	31/29	Fiber	54.55	496.00	230			
3524E-1/2	31/2	Cloth	68.75	625.00	250			
LETTER SIZE	2/5 CU	T RIGHT E	ND (9%"	HIGH)	C. Company			
1514C-2/5	13/4	Fiber	47.30	430.00	2121/2			
3514C-2/5	13/4	Cloth	53.35	485.00	235			
1524E-2/5	31/2	Fiber	54.55	496.00	240			
3524E-2/5	31/2	Cloth	68.75	625.00	250			
LEGAL SIZE S	TRAIGH	T CUT	W. 1981	8.00 Europe				
1516C	13/4	Fiber	51.90	472.00	2771/2			
3516C	13/4	Cloth	62.50	568.00	290			
1526E	31/2	Fiber	62.70	570.00	295			
3526E	31/2	Cloth	75.00	682.00	310			
LEGAL SIZE 1	/2 CUT		(A.S.), (A.S.)					
1516C-1/2	13/4	Fiber	54.10	492.00	280			
3516C-1/2	13/4	Cloth	64.70	588.00	285			
1526E-1/2	31/2	Fiber	64.90	590.00	300			
3526E-1/2	31/2	Cloth	77.20	702.00	310			
LEGAL SIZE 2	/5 CUT	OF STATE OF STREET	and an in the state of the same of the same	man has no Arendo T. All				
1516C-2/5	13/4	Fiber	54.10	492.00	265			
3516C-2/5	13/4	Cloth	64.70	588.00	275			
1526E-2/5	31/2	Fiber	64.90	590.00	280 310			
3526E-2/5	31/2	Cloth	77.20	702.00	310			

# ...WITH PENDAFLEX No. 42 TABS

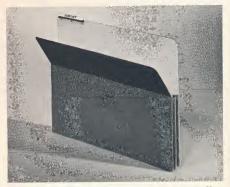
Stock/ No.	Exp.	Gusset	10-499 per C	500 Up per M	Weight per M
2514C	13/4	Fiber	\$56.65	\$528.00	2321/2



1514C 2/5 Two fifths cut pockets are 9%" high. Straight cut pockets are  $9\frac{1}{2}$ " high and available tabbed to order in fifth or third cut at regular tabbed prices.



2514C Pendaflex-style tab may be inserted in any of 9 positions, for greatest indexing flexibility.



AC1514C File pocket with angular celluloid tab.

1014

M152

2014C

Faced I

# FILE POCKETS — 5 PIECE RED FIBER WITH ANGULAR CELLULOID INSERTABLE TABS (tabbed to order only)

Quarter inch tabs are either  $2\frac{3}{4}$ " or  $3\frac{3}{4}$ " wide. Tab is securely attached to pocket with metal eyelets. Use for heavy duty filing where a single line title is sufficient indexing. Specify size and position of tab when ordering. Packed 25 per box, 50 per carton.

Stock	Size	25 -499	500 Up	Weight
No.		per C	per M	per M
LETTER SIZE	, FIBER GUS	SETS		Macella
AC1514C	1 <sup>3</sup> / <sub>4</sub>	\$57.00	\$515.00	191
AC1524E	3 <sup>1</sup> / <sub>2</sub>	65.00	582.00	216
LEGAL SIZE,	FIBER GUSS	ETS	2017/2016/2018	
AC1516C	1 <sup>3</sup> / <sub>4</sub>	64.00	578.00	211
AC1526E	3 <sup>1</sup> / <sub>2</sub>	75.00	675.00	236

### ...WITH STEEL TABS

Made to order only. Supplied with either No. 2 (2½" wide) or No. 3 (3¾" wide) steel tab. Specify size and position of tab when ordering. Packed 25 per box, 50 per carton.

LETTER SIZE,	FIBER GUS	SETS		Va.
M1514C	1 <sup>3</sup> / <sub>4</sub>	\$63.50	\$570.00	236
M1524E	3 <sup>1</sup> / <sub>2</sub>	72.00	635.00	261
LEGAL SIZE, F	FIBER GUSS	ETS		
M1516C	1 <sup>3</sup> / <sub>4</sub>	71.00	630.00	256
M1526E	3 <sup>1</sup> / <sub>2</sub>	82.00	735.00	281

# FILE POCKETS, TWO PIECE RED FIBER

A serviceable file pocket at low cost. Case is strong one piece construction with double thick back flap, manila faced for legible tab title. Gusset tops are tape reinforced, and front flap is scored horizontally at gusset height. Packed 50 per box.

Stock No.	50-499 per C	500 Up per M	Weight per M
FIBER GUSSET,	13/4" EXPANSIO	N LETTER SIZE,	STRAIGHT CUT
2014C	\$40.00	\$355.00	185
FIBER GUSSET,	13/4" EXPANSIO	ON LEGAL SIZE,	STRAIGHT CUT
2016C	43.00	385.00	220

### FILE POCKETS — ONE PIECE MANILA

Tough 11 point manila with front flap scored for easy access to contents. Tape reinforcement over front face and at gusset tops for extra strength. Packed 50 per box.

ONE	INCH	EXPA	NSION	LETTER	SIZE,	STRAI	GHT CU	T.
101	14		\$21.0	00	\$18	7.00	1	.00
ONE	INCH	EXPA	NSION	LEGAL	SIZE, S	STRAIG	HT CUT	
10:	17		22.5	50	19	7.00		20



M1524E File Pocket with Metal Tab.



2014C Two-Piece File Pocket with Manila Faced Back Flap.



1014 All Manila One Piece File Pocket.

## RED FIBER FLAT ENVELOPES

Flaps are extra deep, for security and durability. Recommended for carrying or filing material of comparatively little bulk.

Stock	Size	100-499	500 Up	Weight
No.		per C	per M	per M
1006A	4 x 9½	\$ 8.00	\$ 73.00	45
1007A	4¼ x 10¼	8.70	79.00	45
1008A	4½ x 11	10.10	92.00	65
1009A	5 x 11	10.45	95.00	60
Stock	Size	50-499	500 Up	Weight
No.		per C	per M	per M
1013A	9½ x 11¾	19.70	179.00	130
1015A	9½ x 14¾	20.90	190.00	170
1016A	10 x 15	22.00	200.00	150
1020A	12 x 18	34.10	310.00	240

## RED FIBER PARTITION ENVELOPES

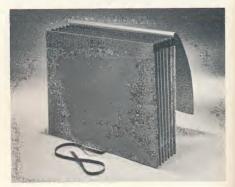
For filing or carrying four or six different classes of papers in one container, keeping each class in a separate compartment.

Back flaps reinforced with brass eyelets at the fold. Gussets are tape reinforced at top. Full depth gluing of partitions prevents papers sliding into next compartment.

Stock	Pockets	10-499	500 Up	Weight
No.		per C	per M	per M
5 x 11 SIZE,	FIBER GU	SSETS		Section Complete and Control
1329E	4 6	\$ 75.90	\$690.00	285
1349G		108.35	985.00	360
9½ x 11¾ S	IZE, FIBER	GUSSETS		
1333E	4	108.25	984.00	510
1353G	6	145.20	1320.00	610
9½ x 14¾ S	SIZE, FIBER	GUSSETS	1.767.1535	
1335E	4	125.30	1139.00	600
1355G	6	170.50	1550.00	720



1009A and 1016A Flat Envelopes.



1353G Partition Envelopes.



7043 One P

# RED FIBER ONE PIECE EXPANDING ENVELOPES

Carry or file in these low-cost large capacity envelopes. Tie tape attached to flap with coppered staple.

Stock No.	Size	Pts. Thick	Exp.	50-499 per C	500 Up per M	Weight per M
7016	3½ x 5½	11	1	\$16.35	\$148.50	40
7017	4½ x 6½	11	1	16.35	148.50	60
7018	5½ x 8½	11	1	17.60	160.00	80
7039	4 x 9½	11	2	16.35	148.50	70
7041	5 x 11½	11	2	18.50	168.30	110
7043	9½ x 11¾	13	2	22.75	207.00	210
7045	9½ x 14¾	13	2	25.30	230.00	240
7046	10 x 15	13	2	26.20	238.00	265
7060	12 x 18	13	2	48.85	444.00	320

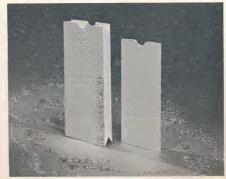
# LEGAL DOCUMENT ENVELOPES

Made of one-piece heavy manila, thumb cut back and front for easy access to contents. Gives maximum protection to insurance policies, legal papers, and securities.

, , , ,	Ser herbere,	and securities.							
Stock		100-499	500 Up	Weight					
No.	Exp.	per C	per M	per M					
9½ x 4 SIZE									
10F	Flat	\$ 7.45	\$ 67.65	35					
10-1/2	1/2	14.50	132.00	50					
10-1	1	15.05	137.00	50					
10-11/2	11/2	15.95	145.00	50					
10-2	2	16.85	153.00	60					
10 x 4½	SIZE			Ethin d					
11F	Flat	8.35	75.90	40					
11-1/2	1/2	15.60	142.00	50					
11-1	1 1	16.40	149.00	50					
11-11/2	11/2	16.70	152.00	60					
11-2	2	18.05	164.00	60					
10 <sup>3</sup> / <sub>4</sub> x 4 <sup>1</sup> / <sub>2</sub>	/2 SIZE								
12F	Flat	9.10	82.50	45					
12-1/2	1/2	16.30	148.00	60					
12-1	i i	16.70	152.00	60					
12-11/2	11/2	18.05	164.00	60					
12-2	2	19.45	177.00	70					



7043 One Piece Expanding Envelopes.



12-2 and 10F Legal Document Envelopes.

PRICES EFFECTIVE SEPTEMBER 1, 1964; SPECIFICATIONS AND PRICES SUBJECT TO CHANGE WITHOUT NOTICE

AUGUSTA •



3010 Single Top.

### FILE JACKETS — ONE-PIECE MANILA

Die cut from one piece of heavy manila, and carefully glued, with back extending 5/8" above front for indexing. Front flap is thumb cut for access to contents.

Stock	Exp.	50-450	500 Up	Weight	Box				
No.		per C	per M	per M	Qt'y.				
LETTER S	LETTER SIZE — SINGLE TOP								
3010	Flat	\$ 9.10	\$ 82.50	90	50*				
3023	1	18.90	172.00	120	25				
3043	2	18.90	172.00	130	25				
REINFORC	ED TOP	TERM	CEARA	17-11-1821					
R3010	Flat	9.75	88.00	105	50*				
R3023	1	20.00	180.00	120	50				
R3043	2	20.00	180.00	130	50				
LEGAL SIZ	E-SINGL	E TOP	Charles See	Section Societ					
3015	Flat	12.30	112.00	115	50*				
3025	1	21.10	192.00	145	25				
3045	2	21.10	192.00	155	25				
REINFORC	ED TOP	10.74734.455			kitik k				
R3025	1 2	22.50	200.00	140	50				
R3045		22.50	200.00	170	50				

<sup>\*</sup>also packed 250 to carton



R3043 Reinforced Top.

H Oxford



vertical filing supplies FILE FOLDERS • FILE GUIDES •
SPEED INDEX SYSTEMS •
LABEL INSERTS AND CELL
WINDOWS • BRIEF COVERS •
SHELF FILING SUPPLIES •
FASTENERS • LABELS

# Oxford | file folders

### OXFORD FOLDER STOCKS

100 LINE MANILA. Are all file folders alike? No! The only premium grade folder available through your office supply dealer is Oxford 100 Line Manila. It's a superstock of smooth finish combining a maximum of bursting, folding and tearing strength, made to Oxford's precise specifications. Look for the symbol throughout the price list. This is your key to the best folders on the market today. In 8 and 11 point.

700 LINE MANILA A better grade stock formulated for greatest tearing, folding and bursting strength at a popular price. Equal to most "other brand" first grade folders. In 9½, 11 and 14 point.

OXFORD KRAFT A strong unbleached sulphate stock of smooth surface and pleasing appearance equalling 100 line quality. In 8,  $9\frac{1}{2}$  and 11 point.

**DUROX TAG** A tough durable superstock of pleasing tan color. It is ideally suited for applications where greater strength and rigidity are required without the thickness and expense of pressboards. In 18 point.

**OXFORD GRADE BLUE PRESSBOARD** A hard, dense stock of superior rigidity and strength, in 25 point distinctive pearl blue. All Oxford Grade pressboard meets U. S. Government specifications.

OXFORD BLACK FIBERBOARD A 25 point board exhibiting highest bursting strengths and soil resistance in a distinctive black color.

### FOLDING AND SCORING

All Oxford folders are made with grain verticle for greater rigidity in the file.

Well defined scores at 1/4" intervals above the fold for 3/4" expansion are standard on the front flaps of all manila, kraft and most red fiber folders. Durox tag folders are scored for 1" expansion.

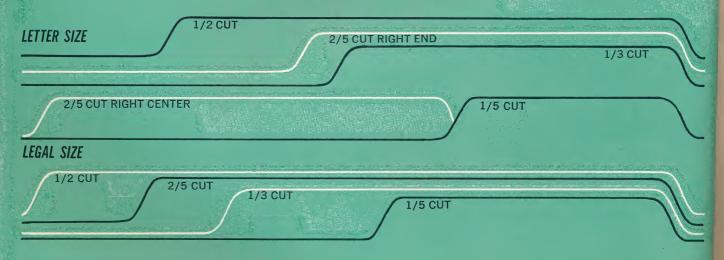
#### **UNDERCUT TABS**

All popular styles of tabbed Oxford manila and kraft folders are made with front flaps undercut to increase tab heading area. Tabbed-to-order items are furnished with this feature at slight extra cost.

# THE "POINT" SYSTEM

- 8 pts: lightweight 9½ pts: medium weight
- 11 pts: heavy weight
- 14 pts: extra heavy weight
  - pts: pressboard A point is .001 inches

### CHART OF STANDARD TAB SIZES





Stock No. R152



Stock No. 152

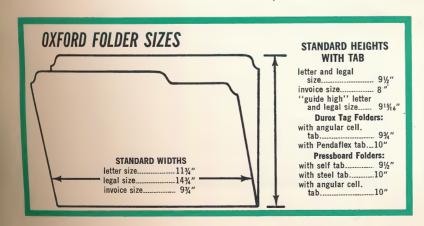


Stock No. K652

Stock No. RK152

# STRAIGHT CUT TABS

	Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Pack Box	ing Carton
	MANILA S	ingle Top		tit e siddae ee	surrendes da Korisa i	niceltina tan kana	asani in ila
<b>&gt;</b>	102 152 722 752	8 11 9½ 11	\$2.70 3.50 2.70 2.85	\$24.20 31.85 24.20 26.35	61 85 73 85	100 100 100 100	500 500 500 500
	772 MANILA R	14	3.90	35.35	105	100	500
•	R102 R152 R722 R752	8 11 9½ 11	3.00 3.80 3.00 3.30	26.70 34.40 27.35 29.85	65 89 77 89	100 100 100 100	500 500 500 500
	KRAFT Sir	ngle Top	William III				11/201
	K622 K652	9½ 11	2.75 3.00	24.85 27.35	69 79	100 100	500 500
	KRAFT Re	inforced	Tab				
	RK102 RK122 RK152	8 9½ 11	2.70 3.00 3.30	24.65 27.35 29.85	65 73 83	100 100 100	500 500 500

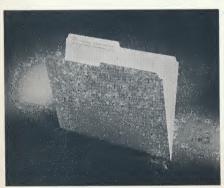




Stock No. 1521/2



Stock No. R1521/2



Stock No. K6521/2



Stock No. RK1521/2

# HALF CUT TABS

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Packi Box C	
MANILA Sing	le Top — (	Tabs prin	ted Name	and No	.)	7
102½	8	\$2.90	\$26.35	61	100	500
1521/2	11	3.70	34.00	85	100	500
1521/2-1	11	3.70	34.00	85	100	500
1521/2-2	11	3.70	34.00	85	100	500
7221/2	91/2	2.80	25.50	73	100	500
752½	11	3.05	27.70	85	100	500
752½-1	11	3.05	27.70 27.70	85 85	100	500
752½-2 0752½*	11 11	3.05 3.05	27.70	85	100	500
7721/2	14	4.15	37.40	105	100	500
1, left tab only	A SECTION ASSESSMENT OF THE PARTY OF THE PAR	nt tab only	12.75. Wall 18.	100	100	700
MANILA Rein			not print	ed )	d diameter	
	8 RES	0.00	100000000000000000000000000000000000000	3 0 44 0 4	100	F00
R102½†	8 11	3.20 4.00	28.85	65 89	100	500
R152½ R722½	91/2	3.20	36.55 29.00	77	100	500
R752½	11	3.50	31.50	89	100	500
State Control of Superior Control		Control of the Contro	Sergio Constitution	A Company of the Comp	1077300000	
KRAFT Single	988		100	e sussession for	100000000000000000000000000000000000000	
K622½	91/2	2.95	26.50	69	100	500
K652½	11	3.20	29.00	79	100	500
KRAFT Reinf	orced Tal	b—(Tabs	not printe	d.)	355	146.5
RK1021/2†	8	2.90	26.30	65	100	500
RK1221/2†	91/2	3.20	29.00	73	100	500
RK152½	11	3.50	31.50	83	100	500
*tabs not printe						
†Tabs not Dubl	-Deep, not	undercut				1000

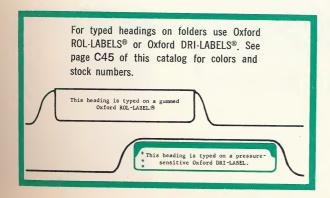
DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



Printed tabs are furnished on single top half cut, and 2/5 cut right end folders only. (For 2/5 cut folders see page C7.) Reinforced tabs are not printed. Single top rolders tabbed to order from straight cut styles will be furnished with blank tabs. (For tabbed to order folders see page C9.)

# THIRD CUT TABS

	Stock No.	Points	100-400 per C	500 up per M	Wgt. per M		king Carton
	MANILA Si	ngle Top	Metalogy of the Market State of the			- Contract	
	1521/3	11	\$3.70	\$34.00	85	100	500
	1521/3-1	11	3.70	34.00	85	100	500
	1521/3-2	11	3.70	34.00	85	100	500
)	1521/3-3	11	3.70	34.00	85	100	500
	7221/3	91/2	2.80	25.50	73	100	500
	7521/3	11	3.05	27.70	85	100	500
	7521/3-1	11	3.05	27.70	85	100	500
	7521/3-2	11	3.05	27.70	85	100	500
	7521/3-3	11	3.05	27.70	85	100	500
	7721/3	14	4.15	37.40	105	100	500
	-1, left tab onl	у -2, с	enter tab on	ly -3, ri	ght tab or	nly	
1	MANILA Re	inforced '	Гар		CAPT DESCRI	4	
•	R102%	8	3.20	28.85	65	100	500
	R1521/3	11	4.00	36.55	89	100	500
	R7221/3	91/2	3.20	29.00	77	100	500
	R7521/3	11	3.50	31.50	89	100	500
	KRAFT Sing	gle Top		(4) (4) (5) (4) (5)			
	K6221/3	91/2	2.95	26.50	69	100	500
	K652½	11	3.20	29.00	79	100	500
	KRAFT Rein	oforced Ta	ab		17.786		* 3
	RK1021/4*	8	2.90	26.30	65	100	500
	RK1221/3	91/2	3.20	29.00	73	100	500
	RK1521/3	11	3.50	31.50	83	100	500
	*Tabs not und	dercut	(\$12) M	10201	Call Control	4-17	20200

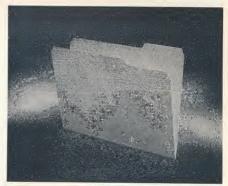




Stock No. 1521/3



Stock No. R1521/3



Stock No. K6521/3



Stock No. RK1521/3

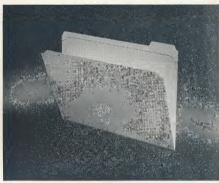
# FIFTH CUT TABS

	Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Pack Box (	ing Carton
	MANILA S	ingle Top		and the second			nr - was
•	152½* 722½*	11 9½	\$3.70 2.80	\$34.00 25.50	85 73	100 100	500 500
	752½* 772½	11 14	<b>3.05</b> 4.15	<b>27.70</b> 37.40	85 105	100 100	500
	MANILA R	einforced	Tab				Control Control
•	R1021/s R1521/s	8	3.20 4.00	28.85 <b>36.55</b>	65 89	100	500
	R7221/s R7521/s	9½ 11	3.20	29.00 31.50	77 89	100 100	500
	KRAFT Sir	igle Top					
	K6521/5	11	3.20	29.00	79	100	500
	KRAFT Re	inforced T	ab			, v	
	RK1021/s RK1221/s	91/2	2.90 3.20	26.30 29.00	65 73	100	500 500
	RK152½ *Tabs under	of the second second	3.50	31.50	83	100	500





Stock No. 1521/5



Stock No. R1521/5



Stock No. K6521/s



Stock No. RK1521/5

## TWO FIFTHS CUT - RIGHT CENTER

91%6" high for use in Remington Rand and other systems.

### TWO FIFTHS CUT - RIGHT END

Printed tabs, 91% in high for use in Oxford Single Level Speed Index (see pages C26-29) and in Y & E Direct Name, Globe Wernicke and other systems.



Stock No. 154



Stock No. R154



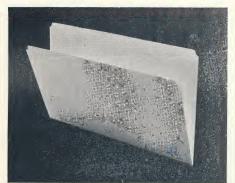
Stock No. K6522/5

# TWO FIFTHS CUT— RIGHT CENTER

	Stock No.	Points	100-400 per C	500 up per M	Wgt. per M	Pack Box C	
	MANILA Si	ngle Top				er om Kongels	
>	154	11	\$3.70	\$34.00	85	100	500
	MANILA Re	inforced	Tab				70 TH
	R104	8	3.20	28.85	65	100	500
•	R154	11	4.00	36.55	89	100	500
	R754	11.3	3.50	31.50	89	100	500
	KRAFT Rei	nforced T	ab		7.85	2434	
	RK104	8	2.90	26.30	65	100	500
	RK124	91/2	3.20	29.00	73	100	500
-	RK154	11	3.50	31.50	83	100	500

# TWO FIFTHS CUT— RIGHT END

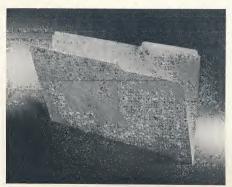
	MANILA Sin	igle Top-	– (Tabs pri	nted Name	and No	.)	
•	1556	11	3.70	34.00	85	100	500
	752%	11	3.05	27.70	85	100	500
	772%	14	4.15	37.40	105	100	500
	MANILA Re	inforced	Tab				
•	R1556	11	4.00	36.55	89	100	500
	R752%	11	3.50	31.50	89	100	500
	KRAFT Sing	gle Top —	(Tabs print	ed Name a	and No.		
	K652%	11	3.20	29.00	79	100	500
	KRAFT Rein	nforced T	ab				tob.
	RK1556	11	3.50	31.50	83	100	500
	for Legal Size	two-fifths	cut — right ei	nd see page	C8	13:37	



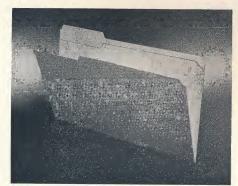
Stock No. 153



Stock No. R1531/2



Stock No. K6531/3



Stock No. RK1531/3

# STRAIGHT, HALF, THIRD, TWO FIFTHS CUT TABS

Stock No.	Description	Points	100-400 per C	500 up per M	Wgt. per M	Pac Box (	kin Car
STRAIGHT	CUT		e e e e e e e e e e e e e				
153	Manila Single Top	11	\$4.65	\$42.00	108	100	į
753	Manila Single Top	11	3.90	35,05	108	100	
773	Manila Single Top	14	5.10	46.30	135	100	
R153	Manila Reinforced Tab	11	4.95	45.05	112	100	
R753	Manila Reinforced Tab	11	4.40	39.55	112	100	
K653	Kraft Single Top	-11	4.10	36.55	100	100	ļ
RK153	Kraft Reinforced Tab	11:	4.40	39.55	105	100	
HALF CUT	No. 2 Marin and Administration of the Conference	Sand State		9:00		$M_{\rm ph}$	
153½*	Manila Single Top	11	4.85	44.15	108	100	
753½*	Manila Single Top	11	4.00	36.40	108	100	1
7731/2*	Manila Single Top	14	5.35	48.40	135	100	,
R1531/2	Manila Reinforced Tab	11	5.15	47.20	112	100	ş,
R7531/2†	Manila Reinforced Tab	11	4.60	41.20	112	100	!
K6531/2*	Kraft Single Top	11	4.30	38.20	100	100	
RK1531/2	Kraft Reinforced Tab	11	4.60	41.20	105	100	ļ
THIRD CUT	The second secon	Attended to the same				1.27	
1531/4	Manila Single Top	11	4.85	44.15	108	100	Į
1531/3-1	Manila Single Top	11	4.85	44.15	108	100	ij
1531/3-2	Manila Single Top	11	4.85	44.15	108	100	1
1531/3-3	Manila Single Top	11	4.85	44.15	108	100	į
7531/3	Manila Single Top	11	4.00	36.40	108	100	Ę
7731/3	Manila Single Top	14	5.35	48.40	135	100	Į
R1531/3	Manila Reinforced Tab	11	5.15	47.20	112	100	ļ
R7531/s†	Manila Reinforced Tab	11	4.60	41.20	112	100	Į,
K6531/3	Kraft Single Top	11	4.30	38.20	100	100	24
RK1531/3	Kraft Reinforced Tab	11	4.60	41.20	105	100	Ę
FIFTH CUT		7.50		* 6	677	100	
1531/5	Manila Single Top	11	4.85	44.15	108	100	Į,
753½	Manila Single Top	11	4.00	36.40	108	100	. 5
7731/5†	Manila Single Top	14	5.35	48.40	135	100	5
R1531/4†	Manila Reinforced Tab	11	5.15	47.20	112	100	5
R753%†	Manila Reinforced Tab	11	4.60	41.20	112	100	5
K6531/s†	Kraft Single Top	11	4.30	38.20	100	100	5
RK1531/s†	Kraft Reinforced Tab	11	4.60	41.20	105	100	5
A second control of the second control of th	CUT - RIGHT END		200				ejir e
2545°	Manila Single Top Manila Single Top	11	4.85	44.15	108	100	5
773%°		14	5.35	48.40	135	100	5

# STRAIGHT, HALF, THIRD, AND FIFTH CUT TABS

Stock No.	Tab P		100-400 per C	500 up per M	Wgt. per M		king Cartoi
MANILA	Single to	p—Ta	bs not pri	nted, not	underci	ıt.	t elt eine state
151	Str.	11	\$3.50	\$31.85	57	100	500
151%	Half	11	3,70	34.00	57	100	500
151%	Third	11	3.70	34.00	57	100	500
151½	Fifth	11	3.70	34.00	57	100	500



Stock No. 1511/3

# TABBED TO ORDER FOLDERS LETTER & LEGAL SIZE

GUIDE HIGH STRAIGHT CUT FOLDERS — 915/16" high with tab. For tab to order requirements.

The stock numbers listed below are incomplete without tabbing description. Folders will be furnished with blank tabs, not undercut. Reinforced tabs will not be Dubl-Deep style. Orders for these folders specifying assorted position tabbing will be questioned before manufacture. Guide high folders are properly tabbed in one position, or at most in alternating positions which do not hide guide tabs.

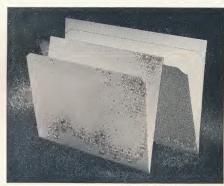
# LETTER SIZE

Stock No.	Points	100-400 per C	500 up per M	Wgt. per M		king Carton
MANILA S	ingle To	<b>p</b> .	SMAN AND THE		and the second	and the
X752	11	\$3.05	\$27.70	85	100	500
MANILA R	einforce	d Tab	A CONTRACT			
XR152	11.	4.00	36.55	89	100	500
KRAFT Re	inforced	Tab	Alexander S		141	
XRK102	8	2.90	26.30	65	100	500
XRK152	11	3.50	31.50	83	100	500

# LEGAL SIZE

1	MANILA Sin	gle Top					
	X753	11	4.00	36.40	108	100	500
	MANILA Rei	nforced	Tab				
1	XR153	11	5.15	47.20	112	100	500
	KRAFT Rein	forced 7	Гар	140:20			
	XRK153	11	4.60	41.20	105	100	500

DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



Stock Nos. X752 & XR153

## WHAT CAN BE TABBED?

Any manila, kraft, durox or pressboard straight cut folder may be tabbed to order. Specify quantity, stock number, tab cut and tab position.

Any folder with attached tabs, such as angular celluloid or steel tabs may be tabbed in positions not listed in the catalog. Specify quantity, stock number, tab style and position.

### Tabs Not Undercut When Tabbed To Order

Manila, kraft and durox folders, when tabbed to order will not carry undercut tabs. Reinforced tab folders tabbed to order will not carry Dubl-Deep reinforced tabs.

### Prices For Tabbed To Order Folders

Prices for tabbed to order folders are almost always the same as nearest cataloged equivalents. Example: a No. 752 folder tabbed to order would cost the same as a No. 752½ folder. A letter size pressboard folder with No. 2 steel tab would cost the same as a No. 9105 folder. (See page C14 for Pressboard folders.)

# DOZEN PACKAGE FOLDERS

**TRICOLOR PACK**—4 each Pink, Blue and Green letter size folders with a Binder Tab feature that lets you convert these folders into a proposal cover. (For other colored folders, see page C11).

Stock No.	Tabbed	Points	Per Doz. Price	Wgt. Per Ctn.	Packing Env./Env. Per Ctn.
DC1521/a	Third	11	.69	37	12 40

DOZEN PACK—Manila folders.

D722	Straight	91/2	.49	32	12	40
D7221/2*	Half	91/2	.49	32	12	40
D7221/3	Third	91/2	.49	32	12	40
GAL SIZE				(EAS)		
D7531/3	Third	11	.89	46	12	40

# PRINTAB FOLDER SETS

	Stock No.	Size	Tabbed	Folders in set	1-11 sets per set	12 sets up per set p	sets Wgt. er boxper box
	25 DIVISIO	ON A-Z, 1	1 pt. M	lanila	entropy of the second		
•	152-25 153-25*	Letter Legal	Fifth Fifth	25 25	\$1.45 1.70	\$1.25 1.55	6 12 1 3
	MONTHS,	Jan. to D	ec., 11	pt. Blu	e Manila		
Þ	152-12	Letter	Third	12	1.15	1.00	6 6
	DAILY, 1-3	1 11 pt.	Salmon	Manila	la Silver		
•	152-31	Letter	Fifth	30	2.05	1.83	4 10
	*Boxed sets	only				The said of the sa	

DENOTES 100 LINE MANILA, OXFORD'S PREMIUM GRADE FOLDER



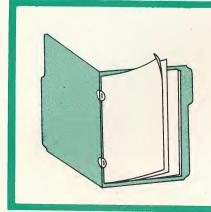
Stock No. DC1521/3



Stock Nos. D722, D7531/3



Stock Nos. 152-12, 152-25, 152-31



# BINDER TAB FEATURE

Blue, Green, and Pink folders in the Tri-Color package may be converted for use as attractive proposal covers by the simple addition of a staple driven through "binder tabs" at the bottom fold. Use Oxford Tri-Color folders for reports, presentations, school assignments, and anywhere important papers must be secured under colorful covers.



Stock No. 152 (Salmon)



Stock No. 15045



Stock No. P7721/2

# COLORED FOLDERS

Manila, letter size. Colors are Pink, Blue, Green, Salmon or Scarlet. Specify color when ordering. (See also DC152 1/3 Tricolor Folder Pack on Page C10).

Stock No.	Tabbed		100-400 s per C	500 up per M	Wgt. per M		king Carto
152	Straight	11	\$5.25	\$47.45	85	100	500
1521/2*	Half	11	5.45	49.60	85	100	500
152½†	Third	11	5.45	49.60	85	100	500
1521/5	Fifth	11	5.45	49.60	85	100	500

# **OUT FOLDER**

11 point manila printed in red ink. 2/5 cut right end tab not undercut. 10" (guide) high.Letter size only.

Stock No.	Points	per doz.	per C	Wgt. per M		cking Carton
15045	11	\$1.00	\$5.50	90	100	500

# BINDER FOLDER

One set of brass prongs per folder installed on 2 3/4" centers in alternating left and right hand position on back flaps. Compressors are supplied. Letter size only.

abbed l						
					50 50	250 250
	Straight	Straight 14	abbed Point per C Straight 14 \$9.60	abbed Point per C per M p Straight 14 \$9.60 \$91.00	abbed Point per C         per M         per M         I           Straight         14         \$9.60         \$91.00         120	

# FOLDERS WITH FASTENERS

Any of the folders listed in this catalog may be furnished with fasteners in the new space-saving LESSPACE®, Acco, or Oxford Brass Prong style. Prices are easy to compute. For details, see page C42, 43

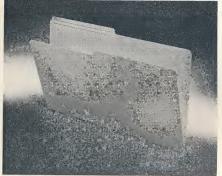
LESSPACE® is a registered trademark of the Oxford Filing Supply Co., Inc.



Stock No. W2152



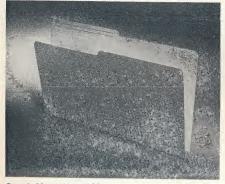
Stock No. W21521/2



Stock No. 21531/2

# LETTER SIZE — 11 PT. HEAVYWEIGHT

Stock No.		00-400 per C	500 up per M	Wgt. per M		king Carton
2152 2152½* 2152½† 2152½†	Straight Half Third Fifth	\$4.95 5.25 5.25 5.25	\$45.10 47.85 47.85 47.85	89 89 89 89	100 100 100 100	500 500 500 500
W2152 W2152½* W2152½* W2152½†	Straight Half Third Fifth	7.00 7.35 7.35 7.35	63.80 66.55 66.55 66.55	100 100 100 100	50 50 50 50	250 250 250 250 250



Stock No. W21531/2

# LEGAL SIZE —11 PT. HEAVYWEIGHT

2153 2153¼* 2153¼† 2153½† 1" W— Expan	Straight Half Third Fifth	6.60 7.00 7.00 7.00	60.50 63.80 63.80 63.80	110 110 110 110	100 100 100 100	500 500 500 500
W2153 W2153½* W2153½† W2153½†	Straight Half Third Fifth	8.70 9.10 9.10 9.10	<b>79.20 82.50</b> 82.50 82.50	121 121 121 121	50 50 50 50	250 250 250 250



The complete line of Oxford Red Fiber products: Expanding Files, Envelopes, Pockets and Jackets can be found on pages B1-B12 of this catalog.



Stock No. 1821/2



Stock Nos. AC1821/3, AC1831/3

# LETTER SIZE

Stock No.	Tabbed	50-499 per C	500 up per M	Wgt. per M	Pa Box	cking Carton
SELF TAB	BED					
182	Straight	\$8.85	\$80.50	130	50	250
182½	Half	9.10	83.25	130	50	250
1821/3*	Third	9.10	83.25	130	50	250
1821/5	Fifth	9.10	83.25	130	50	250
angled pla		r one line	headings.			
AC1821/3	Third	\$18.20				250
AC1821/5	Fifth	16.00	145.0	0 140	50	250
AC1823	Two-fifth Right end	18.20	164.8	5 140	50	250
PENDAFLE	X® STYLE	TABS	Section 1		. 2	
4821/3	Third	18.20	164.8	5 140	50	250
4821/5	Fifth	16.00	145.00	0 140	50	250

# LEGAL SIZE

ANGULAR angled pla	CELL. TABS stic tabs for c	–1/4" exp one line he	oosure adings.			
AC1831/3 AC1831/3 AC1831/3	Fifth	20.15 17.70 20.15	181.95 161.00 181.95	165 165 165	50 50 50	250 250 250
PENDAFL	EX® STYLE	TABS		COART.	Light.	75.24°E.
483½ 483½	Third Fifth	20.15 17.70	181.95 161.00	165 165	50 50	250 250
Tabs unde	ercut					

PENDAFLEX® is a registered trademark of the Oxford Filing Supply Co., Inc.



Stock No. 4821/5



Stock No. 4831/5

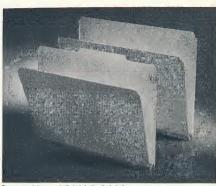
# DUROX FOLDERS WITH PENDAFLEX® TABS



Number 482 and 483 series DUROX folders Number 482 and 483 series DUROX folders give you tab indexing where and how you want it—in any tab position to match your filing system. Just attach PENDAFLEX plastic tabs (supplied with folders) for big, visible 3 line headings 5/8" high by 2" or 3½" long,—or select from a variety of printed headings such as A-Z, States, Months, 1-31. Make colored tabs too by adding #22CW or #23CW cell windows.

# LETTER SIZE — 1" LINEN "W"-EXPANSION

Stock No.	Tabbed	25-499 per C		Wgt. per M		king Carton
SELF TABBE 9½" high wit		Oxford G	rade Blue P	ressbo	oard –	•
9200 9200T½ 9200T½ 9200T½ 9200LB cente	Straight Half Third Fifth % Rt. r 10" high	\$26.85 27.90 27.90 27.90	\$243.55 252.80 252.80 252.80 252.80	270 270 270 270 270	25 25 25 25 25	125 125 125 125 125
STEEL TABB 10" high with	ED* – 25 p tab; blank	ot. Oxford c inserts a	Grade Blue nd clear wi	Press	board suppl	_ ied.
9103 9105 9332†	Third Fifth ¼ Rt. Enc	37.50 35.75 37.70	343.65 325.10 343.65	330 330 330	25 25 25	150 150 150
ANGULAR CI				ard —		
AC9200T1/s	Fifth	40.70	369.60	280	25	150



Stock Nos. 9200LB,9200



Stock Nos. AC9200T1/5, 9200T1/2

Stock Nos. 9105,9103

# LEGAL SIZE — 1" LINEN "W"-EXPANSION

SELF TABBE 9½" high wit		xford Gr	ade Blue Pi	ressboa	ard—	Sep. 13-2
9300	Straight	35.25	315.25	340	25	125
9300T½	Half	36.35	324.45	340	25	125
9300T1/3	Third	36.35	324.45	340	25	125
9300T1/s	Fifth	36.35	324.45	340	25	125
STEEL TABBE 10" high with 9503						
9505	Fifth	44.40	398.05	400	25	125
9532 <sup>†</sup>	¼ Rt. End	45.75	415.40	400	25	125
ANGULAR CI 10" high with				ard—		
AC9300T1/s	Fifth	49.10	446.25	350	25	150
*Slant tabs, \$1 †Supplied with						

# SLANT STEEL TABS



Any of the steel tab pressboard folders shown in the catalog can be furnished with slanted tabs at slight extra charge.

# gen

# Oxford | file guides

# general product information

FILE GUIDE STOCKS

### Oxford Grade Blue Pressboard - In 25 Point

A hard, dense stock of superior rigidity and strength in Oxford's distinctive pearl blue color, made to our own specifications from virgin pulps. Oxford Grade Blue pressboard meets or exceeds Federal Specifications for Type II and is standard almost throughout the Oxford File Guide pressboard line. Make your first choice Oxford Grade.

### Broadway Grade Grey Pressboard - In 25 Point

A true pearl grey color, rather than an off-shade of green, identifies Oxford's Broadway Grade pressboard, designed for durability and lower cost. Used for letter and legal size 25 division A-Z guide sets and letter size 1/5 cut blank tab pressboard File Guides only. Select Broadway Grade where a commercial grade will satisfy your requirements.

### Oxford Black Fiberboard - In 25 Point

Oxford's Black Fiberboard matches Oxford Grade Blue Pressboard in bursting strength and most other characteristics. It is eminently suitable for files where active operation requires resistance to wear and smudge. Used only for angular cell tab file guides, Black Fiberboard makes tab titles quickly visible.

### Oxford Manila Guide Stock - In 18 Point

A tough manila stock in a heavier weight suitable for inactive record indexing, or for temporary file guides.

# TAB STYLES

### **Self Tabs**

File guides with tabs cut from the body material are available in pressboard and manila stocks, blank or printed. All self tabs on file guides are 1/2" high.

### **Celluloided Tabs**

A heavy, non-flammable cellulose acetate covering, bonded to fronts and backs of printed tabs, protects the tab surface from smudge and wear. Folded over construction and deep "skirts" strengthen the top edge and base of the tab, for longer tab life.

### Oxceloid® Tabs

Printed tabs are double dipped in a clear plastic to coat both tab surfaces and the entire top edge of the file guide. Oxceloid reinforces, resists smudge, prevents "dog earred" corners, and is far superior to Celluloided tabs in performance and cost. Specify OXCELOID for printed tab protection.

### **Steel Tabs**

Oxford Steel Tabs are firmly anchored for years of active service. Clam shell edges will not catch papers and window

openings are precisely shaped for easy insertion and firm label retention. Four sizes of steel tabs matched to standard indexing requirements for pull drawer cabinet or shelf filing use are available. (See page C30 for illustrations.)

### **Slanted Steel Tabs**

Any of Oxford Steel Tab file guides may be furnished with tabs slanted. Specify stock number and "slant".

### **Angular Cell Tabs**

Clear, insertable cellulose acetate tabs with faces at a 45° angle for greater visibility are tightly bonded to supporting self tabs of black fiberboard. 3/8" exposure in lengths of 2" and 3½" are standard tab sizes for letter and legal size file guides.

## SEPARATE TAB POSITIONS

All file guides are available in tab positions not catalogued. For self tab items, add 10% to catalog prices. For attached tab items (steel tabs, angular cell tabs) no extra charges will be made.

Specify separate tab positions by cut (1/5, 1/3, 1/2) and position from the left (-1, -2, -3, -4, -5, etc.).

## **OXFORD FILE GUIDE SIZES**



# BODY HEIGHT WIDTH

# STANDARD WIDTHS

Letter size—11<sup>3</sup>/<sub>4</sub>" Legal size—14<sup>3</sup>/<sub>4</sub>" Invoice size—9<sup>3</sup>/<sub>4</sub>"

### STANDARD BODY HEIGHTS

Letter, 9½" Legal size—9½" Invoice size—7½"

### STANDARD OVERALL HEIGHTS

Includes tabs but not eyelet projections

### Steel Tab Letter, Legal size—10<sup>1</sup>/<sub>8</sub>" Invoice size— 8<sup>1</sup>/<sub>8</sub>"

Angular cell Tab Letter, Legal size—10"

Pressboard (Self) Tab Letter, Legal size—10" Invoice size—8"

File guides without eyelet projection should be specified by overall height required.

# BLANK TAB, LETTER SIZE steel tab guides furnished with clear cell windows

Stock No.	Material	Tab	Box lots per C*		Wgt. oer M	Pack Box C	
FIFTH CUT							
91-5 AC205 P205 P905 E205 205 (no eyelet)	Oxford Pressboard Black Fiberboard Oxford Pressboard Broadway Pressboard 18 pt. Manila 18 pt. Manila	Steel, Insertable† Ang. Cell., Insertable Self Self Self Self Self	\$19.40 24.00 10.80 8.00 4.57 3.89	\$176.45 218.35 99.25 73.35 42.30 34.75	170 166 130 130 71 68	50 25 100 100 100 100	300  500 500 500
THIRD CUT			WWW		11.706		15 (4).
91-3 AC203 P203 E203 203 (no eyelet)	Oxford Pressboard Black Fiberboard Oxford Pressboard 18 pt. Manila 18 pt. Manila	Steel, Insertable† Ang. Cell., Insertable Self Self Self	20.40 26.20 10.80 4.57 3.89	188.60 237.10 99.25 42.30 34.75	192 166 130 71 68	50 25 100 100 100	300  500 

# BLANK TAB, LEGAL SIZE steel tab guides furnished with clear cell windows

95-5 AC305 P305 E305	Oxford Pressboard Black Fiberboard Oxford Pressboard 18 pt. Manila	Steel, Insertable† Ang. Cell., Insertable Self Self	\$22.65 28.15 13.80 5.80	\$208.40 258.05 128.50 53.90	204 226 172 88	50 25 50 100	30 - 25
THIRD CU	T production and the second	1000年度,北京 <b>城</b> 代第1200年		The Control		Terror I	
95-3 P303 E303	Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable† Self Self	24.25 13.80 5.80	226.10 128.50 53.90	226 172 88	50 50 100	30 25



Stock No. P205



Stock No. 95-5

# TIPS ON SELECTING THE PROPER FILE GUIDE

# What Tabbing Arrangements?

Use visibility as your key to tabbing selection. The cataloged tabbing arrangements traditionally associated with the several standard printed title styles are acceptable in association with  $9\frac{1}{2}$ " high folders. When using "guide high" (10" high) folders tabbed in a single position, specify file guides tabbed in positions not occupied by folder tabs.

# BLANK TAB, INVOICE SIZE steel tab guides furnished with clear cell windows

Stock No.	Material	Tab	Box lots per C*	500 up per M	Wgt. per M	Pack Box (	ing Carton
FIFTH CU	T	and the control of th	etimoreta accesto de la		alah sasah salah	and the second	edese same
79-5 P135 E135	Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertablet Self Self	\$19.40 10.80 4.57	\$176.45 99.25 42.30	5 97	50 100 100	300 500 —
THIRD CL	JT .			e de la companya de l			PRE CALLEY
79-3 P133 E133	Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertablet Self Self	20.40 10.80 4.57	188.55 99.25 42.30	97	50 100 100	300 500
	oox lots add 20% to the per C rate \$1.70 per c extra						

# BLANK TAB, MACHINE ACCOUNTING SIZES—furnished with clear cell windows

Stock No.	Material	Tab	Each	Per C	Wgt. per M	Packing Box Carton
FIFTH CUT 11 x 8½ s	T TABS (four tabs across, co	enter position omitted)	o portugio de la constitución de l	Stationard wieve	See to selection of	edentaria (a care e e e
81M4	Oxford Pressboard	Steel, Insertable†	\$ .32	\$ 23.6	<b>5</b> 132	50 -
12 x 12 siz	ze					
12M4	Oxford Pressboard	Steel, Insertablet	.34	28.0	0 226	50 –
9 x 6 size	10.3334.910344.51					
96M4	Oxford Pressboard	Steel, Insertable†	.24	17.4	<b>0</b> 76	50 –
†Slant tabs,	\$1.70 per C extra		TABLE S	12710		The state of the s

### TIPS ON SELECTING THE PROPER FILE GUIDE

### What Blank Tab Sizes?

Fifth cut tabs are usually 2" long, third cut tabs 31/2" long, minimum. Letter and legal size file guide tabs will carry two to three lines of typed information. A wide range of printed headings are available for insertable tab varieties. Not listed, but available from stock for immediate shipment are blank metal tab guides in separate tab positions.

# Special Sizes

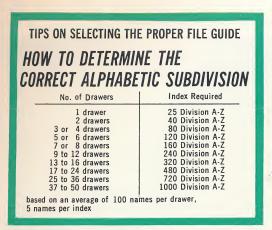
Any of the file guide materials and tab styles listed can be supplied promptly to order in combinations matching your special requirements.







Stock No. 81M4









Stock No. P225

# LETTER SIZE, A-Z SETS, 25-120 DIVISION insertable tab styles furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Pac Box	king Carton
25 DIVISION		a seguna a sensa a sha ka ka ka selle		and the same	and the same of the same	ozenste na Majok	Street Cons.
91M25	Oxford Pressboard	Steel, Insertable	\$ 5.45	\$ 4.99	41/2	1 set	12 sets
91M25slant	Oxford Pressboard	Slant Steel, Insertable	st 1/2	5.37	41/2	1	12
MT925	Broadway Pressboard	Steel, Insertable	4.00	3.89	41/2	1 4	12
AC225	Black Fiberboard	Ang. Cell., Insertable	6.10	5.52	4	1	-
XP225	Oxford Pressboard	Self, Oxceloid®	3.95	3.64	4	1	12 12
XP925	Broadway Pressboard	Self, Oxceloid®	3.25	3.00	4	1	12
A225 P225	Oxford Pressboard Oxford Pressboard	Self, Celluloided Self, Plain	4.42	4.09	4	1	12
PN225 (no eyelet)		Self, Plain	2.90	2.00	31/4	1	12
P925	Broadway Pressboard	Self, Plain	1.99	1.90	4	1	12
E225	18 pt. Manila	Self, Plain	1.25	1.15	2	1	
225 (no eyelet)	18 pt. Manila	Self, Plain	1.02	.94	2	1	
40 DIVISION			Oran Santa Santa	And the second second second second		The start of the s	Mariana St.
	Oxford Pressboard	Steel, Insertable†	9.10	8.21	7	1	
91M40 AC240	Black Fiberboard	Ang. Cell., Insertable	9.10	8.82	6	1	
A240	Oxford Pressboard	Self, Celluloided	7.50	6.91	6	1	
P240	Oxford Pressboard	Self, Plain	4.85	4.42	6	1	
E240	18 pt. Manila	Self, Plain	2.65	2.49	3	1	
80 DIVISION	Service Superior Supe		The second second	Manager and	Secretary of the second	See to State of the	
91M80	Oxford Pressboard	Steel, Insertable†	19,30	17.95	14	1	1000
AC280	Black Fiberboard	Ang. Cell., Insertable	21.25	19.40	12	1	<b>3</b>
A280	Oxford Pressboard	Self, Celluloided	17.40	16.00	12	1	
P280	Oxford Pressboard	Self, Plain	12.40	11.45	12	1	· 加丁
E280	18 pt. Manila	Self, Plain	6.90	6.24	6	1 %	<b>≫</b> _ `
120 DIVISION	The state of the second	The second section of the second seco			Contraction of the Contraction o	Andrew Comment	The second
91M120	Oxford Pressboard	Steel, Insertable†	30,35	27.60	21	1	100 July 100
AC2120	Black Fiberboard	Ang. Cell., Insertable	32.55	29.80	23	1 %	1/2
A2120	Oxford Pressboard	Self, Celluloided	26.70	24.25	16	1 %	
P2120	Oxford Pressboard	Self, Plain	19.85	18.10	16	1 2	變
E2120	18 pt. Manila	Self, Plain	11.05	10.20	14	1 %	<b>%</b> _ `
The same of the sa		The second of th	Programmed Comment	the survey of the	incorporate	A South	A second of
†Slant tabs, \$1.7	o per C extra				135	- Or Sign	77.4







Stock No. A225



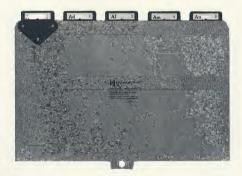
Stock No. AC2320

# LETTER SIZE, A-Z SETS, 160-1000 DIVISION insertable tab styles furnished with green cell windows

	,	***************************************	. g.con con	***************************************		
Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box Carto
160 DIVISIO	N					
91M160 AC2160 A2160 P2160 E2160	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable† Ang. Cell., Insertable Self, Celluloided Self, Plain Self, Plain	\$ 38.40 41.20 33.90 22.70 13.60		28 24 24 24 24 12	1 set
240 DIVISIO	N. A. S.		het Schille	COMME	Control (control	
91M240 AC2240 A2240 P2240 E2240	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertablet Ang. Cell., Insertable Self, Celluloided Self, Plain Self, Plain	<b>59.85</b> 63.70 53.15 <b>39.60</b> 22.75		42 36 36 36 36 18	1 - 1 - 1 - 1 - 1 -
320 DIVISIO	N TOWN	NUMBER	\$460 Mg	4.057		
91M320 AC2320 A2320 P2320	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertable† Ang. Cell., Insertable Self, Celluloided Self, Plain	82.55 85.50 64.50 48.15		56 48 48 48	
480 DIVISIO	ON See See See See See See See See See Se			100		A STANKE TO
91M480 AC2480 A2480 P2480	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertable† Ang. Cell., Insertable Self, Celluloided Self, Plain	123.75 127.90 96.70 72.25		84 72 72 72	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
720 DIVISIO	N	4005.2000000000000000				
91M720 AC2720 A2720 P2720	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertable† Ang. Cell., Insertable Self, Celluloided Self, Plain	185.70 192.50 145.05 108.40	)	126 108 108 108	1 - 1 - 1 - 1 -
1000 DIVIS	ION					
91M1000 AC21000 A21000 P21000	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertablet Ang. Cell., Insertable Self, Celluloided Self, Plain	251.30 267.45 201.50 165.45	5	175 150 150 150	1 1 1 1 1
†Slant tabs,	\$1.70 per C extra					

# LEGAL SIZE, A-Z SETS, 25-120 DIVISION insertable tab styles furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Pacl Box	ting Carton
25 DIVISION	And the second s	of the second	61 / July 25 2	Average Track			
95M25	Oxford Pressboard	Steel, Insertable	\$ 6.15	\$ 5.64	51/2	1 set	6 sets
95M25slant	Oxford Pressboard	Slant Steel, Insertable	6.60	6.07		1	·
MT1025	Broadway Pressboard	Steel, Insertable	4.95	4.75	5	1	SECTION .
AC325	Black Fiberboard	Ang. Cell., Insertable	7.00	6.46	27 72 706	1	7- :
XP325	Oxford Pressboard	Self, Oxceloid®	5.10	4.69	5	1	
XP1025	Broadway Pressboard	Self, Oxceloid®	4.70	4.29	5	1	-
A325	Oxford Pressboard	Self, Celluloided	5.09	4.75	41/2	1	13 T. A
P325	Oxford Pressboard	Self, Plain	3.90	3.59	41/2	1	41
P1025	Broadway Pressboard	Self, Plain	2.80	2.72	41/2	1	十二
E325	18 pt. Manila	Self, Plain	1.80	1.58	2	1	A State of the
40 DIVISION	all so the substitution of		7	1885 V.)	Karasa	THE THE	418E.
95M40	Oxford Pressboard	Steel, Insertable <sup>†</sup>	10.45	9.66	8	1	3 - 3 - 3
AC340	Black Fiberboard	Ang. Sell., Insertable	11.30	10.30	61/2	1	
A340	Oxford Pressboard	Self, Celluloided	9.15	8.29	61/2	1	-
P340	Oxford Pressboard	Self, Plain	6.90	6.19	61/2	1	4-1
80 DIVISION		de la	Media Sec		1 1 10		
95M80	Oxford Pressboard	Steel, Insertable†	22.65	20.80	17	1	72
AC380	Black Fiberboard	Ang. Cell., Insertable	25.10	22.90	14	1	-1
A380	Oxford Pressboard	Self, Celluloided	20.30	18.55	14	1	
P380	Oxford Pressboard	Self, Plain	15.75	14.35	14	1	12-
120 DIVISIO	Nà				1000		
95M120	Oxford Pressboard	Steel, Insertable†	35.00	31.90	25	1	<u> </u>
AC3120	Black Fiberboard	Ang. Cell., Insertable	36.95	33.80	22	1	
A3120	Oxford Pressboard	Self, Celluloided	31.45	28.70	22	1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
P3120	Oxford Pressboard	Self, Plain	24.20	22.05	22	1	
†Slant tabs, \$1.	.70 per C extra		n awa	12.079	1077 ST 3		200
Giant tabs, \$1.	TO PCI O CALIA				1000		



Stock No. 95M240



Stock No. A325

# LEGAL SIZE, A-Z SETS, 160-1000 DIVISION insertable tab styles furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box Carton
160 DIVISI	ON			an and		
95M160 AC3160 A3160 P3160 240 DIVISIO	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Ang. Cell., Insertable Self, Celluloided Self, Plain	\$ 44.35 47.15 39.85 30.80		33 29 29 29	1 set     1   1   1   1   1   1   1   1
95M240 AC3240 A3240 P3240	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Ang. Cell., Insertable Self, Celluloided Self, Plain	68.75 72.90 61.95 48.60		50 44 44 44	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
320 DIVISIO	ON S					
95M320 AC3320	Oxford Pressboard Black Fiberboard	Steel, Insertable <sup>†</sup> Ang. Cell., Insertable	91.05 95.65		67 59	1 -
480 DIVISIO	ON	525027225003557				
95M480 AC3480	Oxford Pressboard Black Fiberboard	Steel Insertable <sup>†</sup> Ang. Cell., Insertable	129.75 146.70		99 87	1 -
720 DIVISIO	ON					
95M720 AC3720	Oxford Pressboard Black Fiberboard	Steel Insertable† Ang. Cell., Insertable	194.70 205.80		148 126	
1000 DIVIS	ION					MENTAL Y
95M1000 AC31000	Oxford Pressboard Black Fiberboard	Steel Insertable <sup>†</sup> Ang. Cell., Insertable	259.50 277.90		205 180	1 -
Slant tabs, \$1	.70 per C extra		VO.			



### TIPS ON SELECTING THE PROPER FILE GUIDE

## What Material?

Very active files require pressboard file guides. Steel tab varieties should be used for larger files where indexing for current records is retained through several transfer periods, and index titles may need revision. Revert to pressboard tabs with OXCELOID® or celluloid protection for lower cost, and for smaller groups of records where indexing changes are less frequent. Use manila file guides for temporary and/or inactive filing.

# INVOICE SIZE, A-Z SETS, 25-80 DIVISION insertable tab guides furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up Wgt. per set per set	Packing Box Carton
25 DIVISIO	N	and a state of the second of	O SANDONIO DE LA CONTRACTOR DE SENTES	Market Market Commencer Street	
79M25 A125 P125 E125	Oxford Pressboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain Self, Plain	\$ 5.50 4.77 2.90 1.25	\$ 4.99 3 4.40 2 <sup>3</sup> / <sub>4</sub> 2.72 2 <sup>3</sup> / <sub>4</sub> 1.15 1 <sup>1</sup> / <sub>2</sub>	1 set   - 1   - 1   - 1   -
40 DIVISIO	N				
79M40 A140 P140 E140	Oxford Pressboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain Self, Plain	9.10 7.50 <b>4.85</b> <b>2.65</b>	8.20 5 6.90 4 4.42 4 2.49 2	1 1 1 1
80 DIVISIO	N X			SCHOOL STATE	
79M80 A180 P180 E180	Oxford Pressboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain Self, Plain	19.35 17.40 <b>12.45</b> <b>6.90</b>	17.95 11 16.00 9 11.45 9 6.24 5	1 1 1 1
†Slant tabs,	\$1.70 per C extra	STATE OF THE STATE		8	







Stock No. P9625



Stock No. 81M25

# MACHINE ACCOUNTING, A-Z SETS, 25 DIVISION ONLY insertable tab guides furnished with green cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packing Box Carton
FIFTH CUT 11 x 8½ si	(four tabs across, center p	osition omitted)				
81M25 P8125	Oxford Pressboard Oxford Pressboard	Steel Insertable <sup>†</sup> Self, Plain	\$7.00 3.73	\$6.40 3.34	3 2½	1 set   -
12 x 12 siz	ze Karling in the second					
12M25 P425	Oxford Pressboard Oxford Pressboard	Steel Insertable <sup>†</sup> Self, Plain	7.95 4.77	7.20 4.40	5 4½	1 -
9 x 6 size					(Angle go	
P9625 †Slant tabs,	Oxford Pressboard \$1.70 per C extra	Self, Plain	2.45	2.20	2	1 -

The Oxford subdivisions below illustrate the clarity and simplicity of Oxford Single-Title headings.

40 I			80 di	iv. A-Z				120 div	ı. A-Z				16	0 div. A-	Z ( <sup>La</sup> i	rger divis p to 10,0	ions avai 100 div.	lable ) A-Z	
A	1	Α	1	L	41	Α	1	Gr	41	Pe	81	Α	1	Е	41	L	81	Ron	121
В	2	An	2	Le	42	ΑI	2	Н	42	Pi	82	Ah	2	Eg	42	Lar	82	Rot	122
Bi	3	В	3	Li	43	An	3	Han	43	PI	83	Am	3	El	43	Le	83	Ru	123
Br	4	Be	4	Lo	44	As	4	Has	44	Pr	84	An	4	Er	44	Len	84	S	124
C	5	Bi	5	M	45	В	5	He	45	Pu	85	Ar	5	F	45	Li	85	Sam	125
Ch	6	Во	6	Мар	46	Bar	6	Hen	46	Q	86	At	6	Fi	46	Lo	86	Sch	126
Co	7	Br	7	McA	47	Bas	7	Hi	47	R	87	В	7	FI	47	Lu	87	Scho	127
D	8	Bro	8	McH	48	Be	8	Но	48	Re	88	Bal	8	Fo	48	М	88	Sci	128
Do	9	Bu	9	McN	49	Ber	9	Hon	49	Ri	89	Bar	9	Fr	49	Mad	89	Se	129
E	10	C	10 11	Me Mi	50 51	BI	10	Hu	50	Ro	90	Bas	10	Fu	50	Mar	90	Sh	130
	11 12	Ce Co	12	Mo	51 52	Bo Br	11 12	1	51 52	Rog	91	Be	11	G	51	Mas	91	Shi	131
FI G	13	Coo	13	N	53	Bre	13	Jo	53	Ru S	92 93	Ber Bi	12 13	Ge Gi	52	McA	92	Si	132
GI	14	Cr	14	0	54	Bro	14	K	54	Sch	94	BI	13	Go	53 54	McD McG	93 94	Sm	133 134
H	15	D	15	P	55	Bu	15	Ke	55	Scho	95	Во	15	Gr	55	McN	95	Smi Sn	135
He	16	De	16	PI	56	C	16	Ki	56	Se	96	Вор	16	Gri	56	Me	96	Sp	136
Но	17	Do	17	Q	57	Car	17	KI	57	Sh	97	Br	17	Gu	57	Mes	97	St	137
-J	18	Dr	18	R	58	Ce	18	Kr	58	Shi	98	Bre	18	H	58	Mi	98	Ste	138
K	19	E	19	Re	59	Ci	19	L	59	Si	99	Bro	19	Ham	59	Mim	99	Sti	139
Ki	20	En	20	Ro	60	Co	20	Lar	60	Sm	100	Brow	20	Har	60	Mo	100	Su	140
L	21	F	21	S	61	Com	21	Le	61	Sn	101	Bu	21	Has	61	Mu	101	T	141
Li	22	Fi	22	Sch	62	Cop	22	Len	62	Sp	102	С	22	He	62	N	102	Th	142
M	23	Fo	23	Se	63	Cr	23	Li	63	St	103	Can	23	Hen	63	Ne	103	Ti	143
Mc	24	G	24	Sh	64	Cu	24	Lo	64	Sti	104	Cas	24	Hi	64	Ni	104	To	144
Me	25	Ge	25	Si	65	D	25	M	65	Su	105	Ce	25	Но	65	Nu	105	Tr	145
Mo	26	Gi	26	Sm	66	De	26	Map	66	T	106	Ci	26	Hom	66	0	106	U	146
N-0	27	Gr	27	St	67	Di	27	McA	67	Th	107	CI	27	Hor	67	0n	107	V	147
P	28	Н	28	Sti	68	Do	28	McD	68	Tr	108	Co	28	Hu	68	Р	108	W	148
Pi-Q	29	Har	29	Su	69	Du	29	McH	69	U	109	Col	29	Ну	69	Pe	109	Wam	149
R	30	Has	30	T	70	E	30	McN	70	٧	110	Con	30		70	Pf	110	We	150
Ro	31	He	31	To	71	El .	31	Me	71	W	111	Cop	31	J	71	Pi	111	Wel	151
S Se	32 33	Her Hi	32 33	U	72 73	Er F	32 33	Mi	72	Wam	112	Cr	32	Jo	72	Pl	112	Wh	152
Sm	34	Но	34	V W	73 74	r Fi	34	Mo Mu	73 74	We Wh	113 114	Cu D	33 34	Jon v	73 74	Po Dr	113	Wi Wil	153
St	35	Hu	35	We	74 75	Fo	35	N	74 75	Wi	114	Dav	35	K Ke	74 75	Pr	114 115	Wim	154 155
T	36	I	36	Wh	76	Fr	36	Ne	76	Wil	116	Dav	36	Kem	75 76	Pu Q	116	Wo	156
U-V	37	j	37	Wi	77	G	37	No	77	Wim	117	Di	37	Ki	77	Q R	117	Woo	157
W	38	K	38	Wo	78	Ge	38	0	78	Wo	118	Do	38	KI	78.	Re	117	Wr	158
Wh	39	Ki	39	X-Y	79	Gi	39	On	79	Х-Ү	119	Dos	39	Ko	79	Ri	119	X-Y	159
X-Y-Z	40	Kr	40	Z	80	Go	40	P	80	Z	120	Du	40	Kr	80	Ro	120	Z	160
	,0		,0	_	, ,,,	40	10	•	00	_	120	Du	10	111	00	110	120	_	100

NOTE: Number on alphabetic heading appears only on file guides, not card guides







Stock No. A312

# DAILY (1-31) SETS - insertable tab styles furnished with yellow cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packin Box	g Carton
LETTER SI	ZE		Andrew Commencer	All the state of t	Water Control		
91M31 AC231 XP231 A231 P231 E231	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable <sup>†</sup> Ang. Cell., Insertable Self, Oxceloid <sup>®</sup> Self, Celluloided Self, Plain Self, Plain	\$7.45 7.90 5.20 6.25 4.10 1.95	\$6.77 7.19 4.86 5.67 3.75 1.77	5 4½ 4½ 4½ 4½ 4½ 2½	1 set 1 1 1 1 1 1 1	= = = =
LEGAL SIZ	E AND AND SUBJECT OF	AL HOUSE MAN TO A				en de la companya de	
95M31 A331 P331	Oxford Pressboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain	8.30 7.20 <b>5.95</b>	7.57 6.52 <b>5.4</b> 1		1 1 1 1 1 1 1	
INVOICE S	IZE .	WATER TO A WAY TO SEE			National S	The Co	to XII
79M31 A131 P131	Oxford Pressboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain	7.45 6.25 <b>4.10</b>	6.77 5.67 <b>3.75</b>	4 3 3	11 (1 1	2

# MONTHLY (JAN.-DEC.) SETS — insertable tab styles furnished with blue cell windows

LETTER SIZ	ZE AND	· · · · · · · · · · · · · · · · · · ·				Section Sec	
91M12	Oxford Pressboard	Steel, Insertable	3.45	3.09	21/2	1	
AC212	Black Fiberboard	Ang. Cell., Insertable	3.50	3.17	2	1	
XP212	Oxford Pressboard	Self, Oxceloid®	2.45	2,25	2	2	obs.
A212	Oxford Pressboard	Self, Celluloided	2.95	2.65	2	2 .	42.5
P212	Oxford Pressboard	Self, Plain	2.10	1.89	2	2	
E212	18 pt. Manila	Self, Plain	1.05	.99	1	2	
LEGAL SIZE	Parketti de la companya della companya de la companya de la companya della compan						l.
95M12	Oxford Pressboard	Steel, Insertable	3.80	3.47	31/2	1	
A312	Oxford Pressboard	Self, Celluloided	3.55	3.25	3	- 2	= 1
P312	Oxford Pressboard	Self, Plain	2.50	2.32	3	2	
INVOICE SI	ZE Solve Service Servi	The state of the s				AREA TO	
79M12	Oxford Pressboard	Steel, Insertable*	3.45	3.09	2	4	
A112	Oxford Pressboard	Self, Celluloided	2.95	2.65	11/4	2	E Diri
P112	Oxford Pressboard	Self, Plain	2.10	1.89	11/4	2	
†Slant tabs, \$	1.70 per C extra	The Law Court Court		Taylor Sales			





Stock No. AC250

Stock No. 91M50

# STATE GUIDE SETS—insertable tab styles furnished with red cell windows

Stock No.	Material	Tab	1-11 sets per set	12 sets up per set	Wgt. per set	Packi Box	ng Carton
LETTER SIZ	<b>Æ</b>	ahan sa ina sayanga sa 1954 da 1964 da					
91M50 AC250 A250 P250 E250	Oxford Pressboard Black Fiberboard Oxford Pressboard Oxford Pressboard 18 pt. Manila	Steel, Insertable <sup>†</sup> Ang. Cell., Insertable Self, Celluloided Self, Plain Self, Plain	\$14.00 14.35 12.70 8.80 5.05	\$12.75 13.15 11.60 8.01 4.57	10 7½ 7½ 7½ 7½ 4½	1 set 1 1 1 1	
LEGAL SIZE		4.24 (MA) 33 (A) (A) (A) (A) (A)					
95M50 A350 P350	Oxford Pressboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain	16.35 13.80 10.70	14.85 12.60 <b>9.77</b>	11½ 9 9	1 1 1	
INVOICE SI	ZE	Contraction of the		August 1990	1.284.5		oper :
79M50 A150 P150	Oxford Pressboard Oxford Pressboard Oxford Pressboard	Steel, Insertable <sup>†</sup> Self, Celluloided Self, Plain	14.00 12.70 <b>8.80</b>	12.75 11.60 <b>8.01</b>	7 5 5	1 1 1	- - -
†Slant tabs, \$	51.70 per C extra	· 1000000000000000000000000000000000000					

### TIPS ON SELECTING THE PROPER FILE GUIDE

## FILE GUIDES FOR "COMPACTED" CABINETS

File guides for use in "compacted" file cabinets (where clear inside drawer heights are 9%4", or 9"1%4" and drawer bottoms do not provide for eyelet projections on guides) can be furnished by cutting down cataloged items to the proper body height.

Specify stock number, required overall height (including tab) and "no eyelet". (Example: 1 set MT2125 cut to 9% overall, no eyelet.)

CORRESPONDENCE FILING SYSTEMS

Correspondence filing is easier and faster in files equipped with a Speed Index System.

Available in two styles: Single-Level and Double-Level. Both styles employ common sense principals; and guides and tabs are arranged for easy, natural scanning.

### SINGLE LEVEL

Guide and folder tabs are the same height, and individual name folders are all tabbed in one position at the right. Miscellaneous folders are tabbed in the center position.

### DOUBLE LEVEL

Individual name folders are standard folder height and tabbed in two positions at the right. Miscellaneous folders are tabbed in the extreme left position.

In both styles the main index 1/5 cut guides are tabbed in the first two positions at the left. Both systems have their advantages and either can be installed simply by ordering:

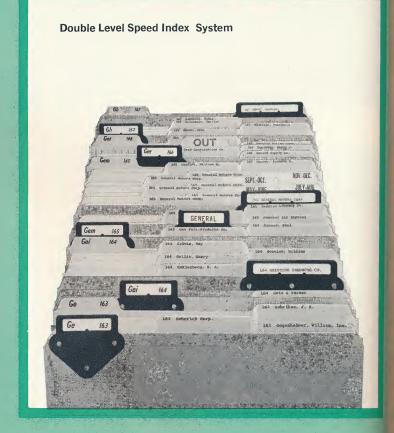
- 1. A set of main index guides in the correct alphabetical subdivision.
- 2. The corresponding set of miscellaneous folders.
- 3. A quantity of individual name folders plus..
- Special name heading supplies and supplementary system supplies as may be required for the most efficient operation of the system.

# HOW TO DETERMINE THE CORRECT ALPHABETIC SUBDIVISION

No. o	f Drawers	, Inde	ex Required
	1 drawer		Division A-Z
	2 drawers		Division A-Z
	4 drawers	80	Division A-Z
	6 drawers	120	Division A-Z
7 or	8 drawers	160	Division A-Z
9 to	12 drawers	240	Division A-Z
13 to	16 drawers	320	Division A-Z
17 to	24 drawers	480	Division A-Z
25 to	36 drawers		Division A-Z
	50 drawers		Division A-Z

based on an average of 100 names per drawer, 5 names per index





# MAIN INDEX GUIDES PLAIN PRESSBOARD, letter size

In both Single Level and Double Level Systems, the main index guides are tabbed in first two positions at the left.

Stock No.	A-Z Div.		12 sets up per set	Wgt. per set	Packing; boxes per set
P2125	25	\$ 3.10	\$ 2.91	4 lbs.	1
P2140	40	4.90	4.42	6	1
P2180	80	12.40	11.45	12	3 1
Tabs celluloided	d at \$5.25	per C extra	Alle Carrie		GEOGRAPHICA

# STEEL TAB PRESSBOARD - furnished with green cell windows

LETTER SIZE	Carried In	1200 X 170			
	SERVICE SERVICE AND ADDRESS.		Wene bear	The second second	aders :
MT2125	25	\$ 5.50	\$ 5.15	4½ lbs.	1 1
MT2140	40	8.90	8.21	<i>₹</i> 7	1 %
MT2180	80	19.30	17.95	14	1
MT21120	120	30.35	27.60	21	1
MT21160	160	38.40	4 - 1	\$ - \ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\	2
MT21240	240	59.90	強 - [	<b>2</b> - !	3
MT21320	320	79.40	⊕	<b>%</b> - 4	4
MT21480	480	119.65	是 — \$	聖一 (	6
MT21720	720	179.20		隆 —	9
MT211000	1000	249.25	Consensation of	The same was the	13
LEGAL SIZE					
MT3125	25	\$ 6.75	\$ 6.20	5½ lbs.	, 1
MT3140	40	10.60	9.66	8	1
MT3180	80	22.65	20.80	17	1
For larger Spe	ed Index set	s: prices on at	polication.		

# MISCELLANEOUS FOLDER SETS - with reinforced tabs

Single Level sets are tabbed center position of fifth cut, 91% high overall. Double Level sets are tabbed first position of fifth cut, 9½ high over all.

	No. Double Level			Wgt. per set	Packing; boxes per set
LETTER SIZ	ZE -11 pt. sa	mon folder	stock	the state of the s	
M1725	M1625	\$ 1.60	\$1.46	21/4 lbs	1
M1740	M1640	2.80	2.49	31/4	181 W
M1780	M1680	5.55	4.97	7	1 1
M17120	M16120	9.00	1 - 4	11	1 1
M17160	M16160	12.05		14	2
M17240	M16240	20.35		21	3
M17320	M16320	27.20	13 - 1	29	4 4
M17480	M16480	40.70		45	5
M17720	M16720	60.95	12 - 1	<u> </u>	9
M171000	M161000	91.10	of Shire -	-	10
LEGAL SIZ	E —11 pt. mai	nila		New york	
M2725	M2625	1.90	1.62	23/4	1
M2740	M2640	3.15	2.87	41/4	1 1
M2780	M2680	6.25	5.67	9	1 1
For larger Spe	ed Index sets;	orices on app	lication.	Mar No.	



**Index Guides** 



cellaneous Folder Set for Systems



in Index Guide



liscellaneous Folder Set for vel Systems



R1556 Individual Name Folder for Single Level Systems



91-3-3 Special Name Guide



R152-1/3-2, R152-1/3-3 Individual Name Folders for Double Level Systems



91-5-3 Special Heading Guide

For the latest developments in filing systems, write for Oxford's manual "43 New Ways to File", a beautifully illustrated, fact filled book describing the many new filing concepts available with Pendaflex® hanging folders.

For prices and descriptions of Pendaflex products see pages E1, E8 of this catalog.

## INDIVIDUAL NAME FOLDERS, SINGLE LEVEL

Single Level Speed Index Folders are tabbed 2/5 cut right end position, 91% if high over all.

Stock No.	Pts. Thick	Description	100-400 per C	500 up per M	per M Wgt.	Packi Box Ca	ng arton
LETTE	R SIZE	Markadan kanan sa tanah kanan sa	ania kapinga canacamaka P	Parketon at the	udes y start Ye	Same of the	Action to
1556	11	Manila, Single Top	\$3.70	\$34.00	85	100	500
752%	11.	Manila, Single Top	3.05	27.70	85	100	500
7723/5	14	Manila, Single Top	4.15	37.40	105	100	500
K652%	11	Kraft, Single Top	3.20	29.00	79	100	500
R7523/s	114	Manila, Double Top*	3.50	31.50	89	100	500
R1556	- 11	Manila, Double Top*	4.00	36.55	89	100	500
RK1556	11	Kraft, Double Top*	3.50	31.50	83	100	500
LEGAL	SIZE			and Other		200	
2545	11	Manila, Single Top	4.85	44.15	108	100	500
773%	14	Manila, Single Top	5.35	48.40	135	100	500
*Tabs	not print	ted,					

## INDIVIDUAL NAME FOLDERS, DOUBLE LEVEL

Double Level Speed Index Folders are tabbed second and third position of 1/3 cut, 9½" high overall. Tabs are not printed.

	LETTER :	SIZE	KIND OF THE STATE OF	3.12年一年	100			() (T		
Þ	1521/3-2	11	Manila, Single Top	3.70	34.00	85	100	500		
•	1521/3-3	11	Manila, Single Top	3.70	34.00	85	100	500		
	7521/3-2	11	Manila, Single Top	3.05	27.70	85	100	500		
	7521/3-3	11.	Manila, Single Top	3.05	27.70	85	100	500		
•	R1521/3-2	11	Manila, Double Top	4.00	36.55	89	100	500		
	R1521/3-3	11	Manila, Double Top	4.00	36,55	89	100	500		
	RK1521/3-2	11	Kraft, Double Top	3.50	31.50	83	100	500		
	RK1521/3-3	.11	Kraft, Double Top	3.50	31.50	83	100	500		
and the same	LEGAL S	ZE				7.00				
Þ	1531/3-2	.11	Manila, Single Top	4,85	44.15	108	100	500		
Þ	1531/3-3	11	Manila, Single Top	4.85	44.15	108	100	500		

### SPECIAL NAME GUIDES

Steel tab 25 pt. Oxford Grade blue pressboard with  $3\frac{3}{4}$ " tab in third position of 1/3 cut, with blank inserts supplied. Use No. 23CW amber cell windows.

Stock No.	50-499 per C	500 up per M	Wgt. per M	Packing per box
LETTER SIZ	Entrant disconne	rand and other security of the	ersone de l'Albania de	winson or william
91-3-3	\$20.40	\$188.60	192	50
LEGAL SIZE	KANDS LAW	and hearth and the	ALL NOTE OF	
95-3-3	24.25	226.10	226	50
23CW Amber V	/indows .75 per C			

## SPECIAL HEADING GUIDES

Steel tab 25 pt. Oxford Grade blue pressboard with  $2\frac{1}{4}$ " tab in center position of 1/5 cut, with blank inserts supplied. Use No. 22CW amber cell windows.

LETTER SIZE	ment of the second of the seco
91-5-3	<b>19.40 176.45</b> 170 50
LEGAL SIZE	WE to self-in Addition to the contract of the
95-5-3	<b>22.65 208.40</b> 204 50
22CW Amber W	indows ,60 per C

### **BULK CORRESPONDENCE FOLDERS**

Steel tab 25 pt. Oxford Grade blue pressboard with 3¾" tab in third position of 1/3 cut. Supplied with No. 23CW red cell windows and blank inserts.

Stock No.	25-499 per C	25-499 500 up per C per M		Packing box carto	
LETTER		per in	per M	DUX	Carton
9332	\$37.70	\$343.65	330	25	150
LEGAL SI	IZE TO THE	10 M 17 10 10 10 10 10 10 10 10 10 10 10 10 10	Street, Section		
9532	45.75	415.40	400	25	125

## DATE PERIOD FOLDER SETS, letter size only

 $9\frac{1}{2}$ " high overall, 11 pt. manila with reinforced tabs. Tabbed in alternate 3/5 cut center position and 3/5 cut right end position. Tab is 6" wide, with 5" space for name heading.

	Stock No.	Folders to year	1-11 per set	12 sets up per set	Wgt. per M	Packing Sets per box
•	R152M2	2	\$.25	\$.21	85	36
•	R152M4	4	.32	.28	85	18
•	R152M6	6	.44	.37	85	12
•	R152M12	12	.83	.74	85	6

### CROSS REFERENCE SHEETS

16 lb. blue bond paper, size 11 x 8½. Put up in pads of 100 sheets.

Stock No.			per pad		5 pads each
CR-1	or Kilketing and	And the second	\$1.20	marine and the state of the sta	\$1.07

### SUBSTITUTION CARD

For use as a proxy for papers within a folder. 9% high over all, and marked for cutting to 9% high. Made of 11 point salmon bristol, printed two sides.

Stock No.		ze wide	100-499 per C	500 up per M	Wgt. per M	Packing per box
40301	97/8	x 6	\$2.90	\$24.45	20	100

**OUT GUIDE** 11 pt. salmon bristol, printed in black ink two sides. 9% high over all. For use as a proxy for a folder.

Stock No.	Size	per C	per M	Packing Box Carton
LETTER S	IZE	100	A STANFALL SALES OF SALES SALES	Manager and Assess of the Section of
2051	9% x 113/4	\$6.75	\$60.35	100 1M
LEGAL SIZ	ZE			
3051	91/8 x 143/4	9.35	83.95	100 _

**OUT GUIDE** 25 pt. Oxford Grade blue pressboard with celluloided tab, and pocket for 3 x 5 out card. For use as a proxy for a folder.

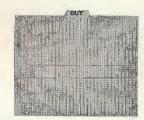
Stock No.	Size	Each	per C	Wgt. per M	Packing per box
2050	9% x 11¾	\$ .30	\$24.25	140	50

OUT CARD for use with No. 2050 Out Guide

Stock No.	Size	per C	per M	Wgt. per M	Packing per box
7301	3 x 5	\$ .65	\$ 5.52	41/2	1M



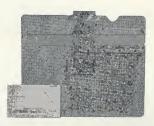
9332 Bulk Correspondence Folder



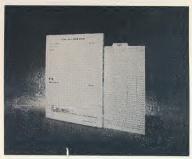
2051 Out Guide



R152M2 Date Period Folder Set



2050 Out Guide with 7301 Out Card



CR-1 Cross Reference sheet, 40301 Substitution Card

# Oxford

# LABEL INSERTS AND CELL WINDOWS

**IDENTIFYING** INSERTS AND **CELL WINDOWS** 

MINNESOTA

# Al Tab No. 1 Tab No. O

MAY

Tab No. 3

Tab No. 2

The metal tabs shown in outline above are illustrated full size.

Product use	Tab No.	Insert Series	Cell No.	Description
METAL TABS	Mark The			A AND THE STREET ASSESSMENT
1/5 cut file guides and folders 1/3 cut file guides and folders Card guides 3 x 5, 4 x 6, 5 x 8, 6 x 9 guides	2 3 0 1	242 343 201 201	22CW 23CW 20CW 21CW	Cut inserts to tab length
SHELF GUIDE METAL TABS				
Shelf filing gds. and folders, 2" tab Shelf filing gds., 45° tab, 2" tab Shelf filing gds. and folders 3¾" tab	2D 2D 3D	262 252 353*	22CW 22CW 23CW	Inserts printed 2 sides, vertically Inserts printed 2 sides, horizontally —
ANGULAR CELL TABS		1		
AC180 series folders, tabs to 2¾" long AC180 series folders, tabs to 4" long File guides and folders, 3/8" x 2" tabs File guides and folders, 3/8" x 3½" tabs Card guides, tabs to 2¾" long	AC14 AC14 FAC38 FAC38 FAC14	842* 844* 382 384* 142†	14CW 14CW 16CW 18CW 12CW	Cut inserts and cells to tab length Cut inserts and cells to tab length  — Cut inserts and cells to tab length
THINDEX TABS				
Card guides, tabs to 2%" long Card guides, tabs 3/8" x 1½" to 2½" long Vinyl card guides, tabs to 2%" long	TH14 TH38 VT14	142† 138* 142†	_  12CW	Cut inserts to tab length Cut inserts to tab length Cut inserts and cells to tab length
FLAT INSERTABLE CELL TABS				
Check guides, tabs 11% x 3½" or shorter Custom guides and folders, 3/4" tabs Custom guides and folders, 5/8" tabs Custom guides and folders, 3/8" tabs	FF11(D)** FF34(D)** FF58(D)** FF38(D)**	111* 134* 242 382-384*		Cut inserts to tab length Cut inserts to tab length Cut inserts to tab length Cut inserts to tab length
PENDAFLEX® PLASTIC TABS	養 養			
1/10 cut or signal tabbing, 5/8" x 1" 1/5 cut or 1/4 cut tabbing, 5/8" x 2" 1/5 cut or 1/4 cut tabbing, 3/8" x 2"	T41 42 42B	242 242 382	22CW 22CW 16CW	Cut inserts and cells to 1" wide  Cut inserts and cells to 2" wide
1/5 cut or 1/4 cut tabbing, 1/4" x 2"	42L	142†	12CW	Cut inserts and cells to 2" wide
1/3 cut or 1/2 cut tabbing, 5/8" x 3½" 1/3 cut or 1/2 cut tabbing, 3/8" x 3½" Full length tabbing, 3/8" x 11¾" Full length tabbing, 3/8" x 11¾"	43½ 43B 44B 44B	343 384* 38N 388	23CW 18CW 18CW	Cut inserts and cells to 3½" wide Replaceable name insert, cut cells to 3" 8½" blank insert
PENDAFLEX® METAL TABS				
1/5 cut or 1/4 cut tabbing, 5/8" x 2" 1/3 cut or 1/2 cut tabbing, 5/8" x 3½"	M42 M43	242 343	22CW 23CW	

<sup>\*</sup>Available in blank white only †Available in blank white, red, green \*\*Add suffix (D) for tabs insertable 2 sides

### PRINTED INSERT SETS

Description	142 Series Stock No.	201 Series Stock No.	242 Series Stock No.	252 Series Stock No.	262 Series Stock No.	343 Series Stock No.	382 Series Stock No.	
ALPHABETIC	TITLES		and the second	THE OR A STATE OF THE OWNER.	and the second	middle for the contract of the		
10 Div. 25 Div. 40 Div. 80 Div. 120 Div. 160 Div. 240 Div. 320 Div. 480 Div. 720 Div. 1000 Div. 1500 Div. 2000 Div.	142.25 142.40 142.80 142.120 142.160 142.240 142.320 142.480 142.720 142.1500 142.1500	201.25 201.40 201.80 201.120 201.160 201.240 201.320 201.480 201.720 201.1000 201.1500 201.2000	242.10 242.25 242.40 242.80 242.120 242.160 242.240 242.320 242.480 242.720 242.1500 242.1500 242.2000	252.25 252.40 252.80 252.120 252.120 252.240 252.240 252.320 252.480 252.720 252.1000 252.1500 252.2000	262.25 262.40 262.80 262.120 262.160 262.240 262.320 262.480	343.25	382.25 382.40 382.80 382.120 382.160 382.240 382.320 382.480 382.720 382.1000	\$ .10 .19 .55 1.09 2.10 2.90 6.00 8.00 12.00 18.00 36.00 on application on application
	NTHS, DAILY	STATE OF STREET			4980).255	And the sales of t		
States Months Daily 1-31	142.50 142.12 142.31	201.50 201.12 201.31	242.50 242.12 242.31	252.50 252.12	262.50 262.12	343.50 343.12	382.50 382.12 382.31	.97 .24 .40
DATE PERIO	D TITLES	San San Park						
2 per year 4 per year 6 per year 12 per year	1 strip, 2 sets 1 strip, 1 set	s per strip, 10 t s 4 per year, 1 6 per year, 2 s t 12 per year, 2	set 343M2, 1 ets 343M2, 1	0 titles	Ē	343M2 343M4 343M6 343M12		.15 .15 .15 .25
DIGIT FILING	SYSTEMS, N	IUMERIC TITL	ES .	A Comment	Brigar B.	<b>美国新疆</b>		
Folder number Folder number Filing Break 2 Filing Break 2	ers 00-10 to 9 25-50-75	0 =	242.99 242.90 242.57 242.68	252.99	262.99	Ē		.70 .10 on application on application
SCHOOL FILE	SCHOOL FILING SYSTEMS, SUBJECT TITLES							
N.Y. Basic Sc NAES Filing S	System 3	I EN	242.300 242NAES	版三號		W. = 10	制工	30.00 25.00
Commentered to the Company of the State of t	WASS	G SYSTEMS, S	And the second s	LES	AND THE PARTY AND THE			AND A
Household Or Desk Data Ou		- January 1	242HHO 242.100					.19

### **CELL WINDOW FACINGS**

Cell window facings ordered separately are shipped in a standard width and may be trimmed to fit tab lengths. Trim cell window width before separation from the strip of 10.

Minimum order 100 cell window facings of a color. Specify quantity of cell windows, not strips.

7 Colors are clear, red, green, blue, amber, yellow and pink 6 Colors are clear, red, green, blue, amber and yellow 5 Colors are green, blue, amber, yellow and pink

Stock No.	Cell Face Dimension H x W	Colors	Per C
12CW	1/4" x 23/4"	5	\$.60
14CW	1/4" x 4"	5	.75
16CW	3/8" x 2"	5 5	.60
18CW	3/8" x 3½"	5 5	.75
20CW	7/16" x 1"	6	.50
21CW	7/16" x 1½"	6	.55
22CW	9/16" x 2"	7 7	.60
23CW	9/16" x 3½"	7	.75

## SPECIAL TITLES ON LABEL INSERTS

Special titles for alphabetic, geographic, numerical, chronological and subject indexing are available printed or typed to order on any of the label insert sizes above. Prices and proof samples on application with details.

## BLANK WHITE LABEL INSERTS

Blank label inserts ordered separately are shipped in a standard width and may be cut to fit tab lengths. Trim label insert width after typing and before separation from the strip.

Minimum order 100 inserts of a size. Specify quantity of inserts, not strips.

Stock No.	Insert Face Dimension H x W	Strips of	per C	per M
38N 1111 134 138 142* 144 201 242 252 343 343X 353 382 384 388 842 844	3/8" x 3" 11%" x 3½" 3/4" x 3½" 1/4" x 2¾" 1/4" x 2¾" 1/4" x 4" 7/16" x 1½" 5/8" x 2" 5/8" x 3½" 5/8" x 3½" 5/8" x 3½" 5/8" x 3½" 3/8" x 2" 3/8" x 4" 3/8" x 4" 1/4" x 2¾" 1/4" x 2¾"	10 10 10 10 10 10 10 10 10 22 10 20 20 25 25	\$.33 .33 .33 .33 .33 .33 .33 .33 .33 .33	\$1.45 1.45 1.45 1.45 1.45 1.45 1.45 1.45
*Also availal	ole in green and rec			

# Oxford



# BRIEF COVERS

These low cost embossed covers provide impressive background for proposals, reports, specifications, detailed quotations and other important papers.

Available with or without fasteners in the following 12 colors: tan, beaver, blue, gray, green, black, terra cotta, ivory, light blue, light green, orange and red.

Brief Covers not equipped with fasteners are punched 5 holes to accommodate standard  $11 \times 8\frac{1}{2}$  or  $10 \times 8$ " sheets.

Both styles are available in 11 x 8½ size only.

# BRIEF COVERS WITH FASTENERS

furnished with labels

Stock	25-475	500 up	Wgt.	Pa	cking
No.	per C	per M	per C	box	carton
301F	\$11.65	\$108.35	81/2	25	125

### BRIEF COVERS, NO FASTENERS

Stock	50-450	500 up	Wgt.	Pa	cking
No.	per C	per M	per C	box	carton
301	\$7.90	\$70.90	8	50	250

# LABELS FOR OXFORD BRIEF COVERS

Made of gummed label paper to fit embossed panel. Gray tinted border. Minimum order, 100 labels.

Stock No.	per C	per M	Packing per envelope
BC4	\$.50	\$3.85	100

# Oxford



# RING BOOK INDEX SHEETS



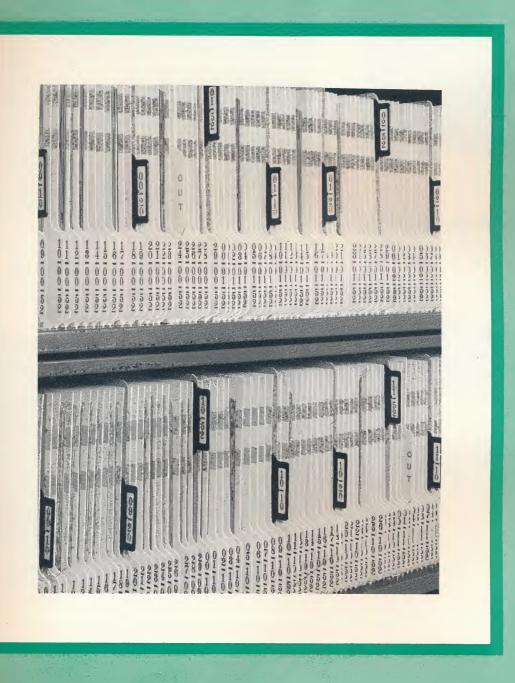
Fifth cut tabs, assorted positions only. Made of 11 point manila tag stock, punched 3 holes for standard letter size ring books. Collated in sets of 5. Available in 11 x 8½ size only.

Stock	20-199 sets	200 & over	Wgt.	Packing per box
No.	per set	per set	per box	
13V	\$.16	\$.14	5	20

# Oxford SHELF FILING SUPPLIES

Shelf filing is recommended where most (but not all) of the following are present:(a) volume of filed material is large enough to make space saving a factor; (b) entire folders, not single papers are pulled; (c) records must be kept for very long periods; (d) the number of daily references is low.

Your Oxford dealer, with the Oxford Systems Service Department, can provide valuable assistance in the selection of the proper system, and the component folders, guides, and indexing, for your shelf-filed records.





Stock No. 5752 1/3-3



Stock No. R5752 1/3-2

# SIDE TABBED FOLDERS

# 11 POINT 700 LINE MANILA, SINGLE TAB

3/4" wide tab for extra label space. Letter size folders are  $9\frac{1}{4}$ " x  $12\frac{1}{4}$ " wide with tab, legal size  $15\frac{1}{4}$ " wide with tab. Front flaps are scored for 3/4" expansion. Packed 100 per box, 500 per carton.

Stock No.	Tabbing	100-499 per C	500 up per M	Weight per M
LETTER SIZE				marin Marin Marin
5752 5752½ 5752½-1 5752½-2 5752½-3	full cut thirds all top all center all bottom	\$4.60 4.60 4.60 4.60 4.60	\$42.00 42.00 42.00 42.00 42.00	85 85 85 85 85
LEGAL SIZE				BOOKE.
5753 5753½ 5753½-1 5753½-2 5753½-3	full cut thirds all top all center all bottom	5.50 5.50 5.50 5.50 5.50	<b>50.00</b> 50.00 50.00 50.00 50.00	108 108 108 108 108

Other tabbing is available to order at stock price. Specify tab cut and position(s).

# 11 POINT 700 LINE MANILA, REINFORCED TAB

1/2" wide tab. Letter size folders are  $9\frac{1}{4}$ " x  $12\frac{1}{4}$ " wide with tab; legal size are  $15\frac{1}{4}$ " wide. Front flaps scored for 3/4" expansion. Packed 100 per box, 500 per carton.

Stock No.	Tabbing	100-499 per C	500 up per M	Weight per M
LETTER SIZE		eda Consular da Consular		and the Common of
R5752	full cut	\$5.50	\$50.00	89
R57521/3	thirds	5.50	50.00	89
R57521/3-1	all top	5.50	50.00	89
R57521/3-2	all center	5.50	50.00	89
R57521/3-3	all bottom	5.50	50.00	89
LEGAL SIZE	SECTION OF CAR			96.229
R5753	full cut	6.40	58.00	112
R5753T	specify	6.40	58.00	112

Other tabbing is available to order at stock prices. Specify tab cut and position(s).

# 18 POINT DUROX WITH PENDAFLEX® TAB

Clear plastic Pendaflex tabs can be attached in any position on the right vertical edge of folder back flaps. Tab sizes are 5/8" x 2" (#42 tabs) or 5/8" x  $3\frac{1}{2}$ " (#43 $\frac{1}{2}$  tabs). Folders are  $9\frac{1}{4}$ " x  $11\frac{5}{6}$ " wide body, letter size, or  $14\frac{5}{6}$ " wide body, legal size, with front flaps scored for 3/4" expansion. Packed 50 folders per box with 50 tabs and 60 blank inserts. See pages C30, C31 for printed insert sets and colored cell windows to fit Pendaflex tabs.

Stock No.	. Tabbing	50-499 per C	500 up per M	Weight per M
LETTER S	IZE			
5482½ 5482½	2 inch No. 42 3½ inch No. 43½	\$19.70 20.60	\$178.50 187.00	140 140
LEGAL SIZ	ZE MARTINE MARTINE			
5483½ 5483½	2 inch No. 42 3½ inch No. 43½	23.60 24.50	214.50 223.00	165 165

### 25 POINT OXFORD GRADE BLUE PRESSBOARD

1" blue linen "W" expansion and the stiffness of pressboard provide the extra vertical rigidity and capacity needed for bulky groups of papers.

Letter size folders are  $9\frac{1}{4}$ " high by  $12\frac{1}{4}$ " wide with tab. Legal size are  $15\frac{1}{4}$ " wide.

Pressboard tabs are 3/4" wide for extra label space. Steel Tabs are readable both sides. Packed 25 per box, steel tab items supplied with blank inserts and clear cell windows. Specify tab cut and position(s) when ordering.

These folders are also available with fasteners installed. See page C46 for prices and information.

Stock No.	Tabbing	25-499 per C	500 up per M	Weight per M
LETTER SI	ZE		man Ballan (day ta adibi sa 1860)	and the same of the same
5920 5922 5923	Pressboard 21/4" Steel 33/4" Steel	\$36.55 49.60 51.95	\$332.35 451.00 472.00	270 330 330
LEGAL SIZ	E WARREN			
5930 5932 5933	Pressboard 2 <sup>1</sup> / <sub>4</sub> " Steel 3 <sup>3</sup> / <sub>4</sub> " Steel	42.85 52.45 54.85	389.65 476.75 498.75	340 400 400



Stock No. 5482 1/5 with No. 42 Pendaflex® tab



Stock No. 5922. Uses No. 262 series inserts

# BLANK TAB SHELF FILING GUIDES STANDARD HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD

Plan your shelf filing system before ordering guides. Specify guide side tabs in positions not occupied by folder side tabs to avoid obscuring tab titles. These guides are  $9\frac{1}{2}$ " high x  $12\frac{1}{4}$ " wide (with tab) letter size,  $15\frac{1}{4}$ " wide legal size. Steel tabs are readable both sides. Packed 50 per box, supplied with blank inserts and clear cell windows. Specify tab position and hook location when ordering (see diagram below).

Stock	Steel	Hook	50-499	500 up	Weight
No.	Tabbing		per C	per M	per M
LETTER	SIZE	Profesional and the profesional and the second	Marie Company	egener (List) to their	and the same of the same
502M 502MH 532M 532MH LEGAL	2 <sup>1</sup> / <sub>4</sub> " 2 <sup>1</sup> / <sub>4</sub> " 3 <sup>3</sup> / <sub>4</sub> " 3 <sup>3</sup> / <sub>4</sub> "	no hook with hook no hook with hook	\$22.35 28.15 23.35 29.15	\$203.00 256.00 213.00 266.00	140 144 145 149
503M	2½"	no hook with hook no hook with hook	26.50	241.00	195
503MH	2½"		32.35	294.00	200
533M	3¾"		27.50	251.00	205
533MH	3¾"		33.35	304.00	210



Oxford's original 45° angle steel tab makes tab titles easier to read when used with side tabbed folders.

These guides are 6" high x 13½" wide (with tab) letter size, 16½" wide legal size. Steel tabs are readable two sides and occupy the center tab position. Best results are obtained when used with folders side tabbed in top or bottom position. Packed 50 per box, blank inserts and clear windows supplied. Oxford Half Height Shelf Guides are not recommended for use on shelving with doors or with cabinet style folders. Specify hook location when ordering (see diagram below).

52M	21/4"	no hook	19.25	175.00	102
52MH	21/4"	with hook	25.10	228.00	108
LEGAL SI	ZE				



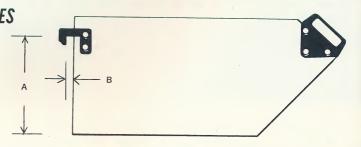
Stock No. 502MH



Stock No. 52MH

# ATTACHING HOOKS TO SHELF GUIDES

Specify dimensions "A" and "B" when ordering shelf guides with hooks. "A" is height of shelf back plate. "B" is width of top edge of shelf back plate. (Note: hooks on shelf guides are not designed for insertion in slots in the vertical surface of shelf back plates.)



# A-Z SHELF GUIDE SETS STANDARD HEIGHT, 25 POINT OXFORD BLUE PRESSBOARD

Oxford A-Z Shelf Guide sets are furnished tabbed all center position with green cell windows in tabs unless specified otherwise. If matching Miscellaneous Folder sets are required, use number 5482½ (letter) or 5483½ (legal) folders and appropriate printed insert sets (see pages C30 and C31). Specify hook location when ordering (see diagram on preceding page).

Stock No.	Stock No. Hook		Per set	Weight per set
LETTER SIZE		and the same of th	and the second s	and the second second
502M25	no hook	25	\$ 7.65	31/2
502MH25	with hook	25	9.10	4
502M40	no hook	40	12.25	51/2
502MH40	with hook	40	14.55	6
502M80	no hook	80	24.50	11
502MH80	with hook	¥ 80 🕴	29.10	12
502M120	no hook	120	36.75	16
502MH120	with hook	120	43.70	18
LEGAL SIZE				
503M25	no hook	25	8.70	41/2
503MH25	with hook	25	10.15	5
503M40	no hook	40	13.90	7
503MH40	with hook	40	16.25	71/2

# The state of the s

45° angle tabs on these 6" high guides occupy center tab position. All sets are furnished with green cell windows in tabs unless specified otherwise. Oxford Half Height Shelf Guides are suitable for open shelving only and recommended for use with side tabbed folders. Specify hook location when ordering (see diagram on preceding page).

Stock No.	Hook	A-Z Div.	Per set	Weight per set
LETTER SIZE	eri Villa Salama da sa da kata masa ma Mil	and the second	Maringer of the State of the St	MANAGEMENT OF THE
52M25	no hook	25	\$ 6.90	3
52MH25	with hook	25	8.35	31/2
52M40	no hook	40	11.00	41/2
52MH40	with hook	40	13.35	5
52M80	🤾 no hook 🔞	80	22.00	9
52MH80	with hook	80	26.70	10
52M120	no hook	120	33.00	13
52MH120	with hook	120	40.00	15
LEGAL SIZE			36.3	
53M25	no hook	25	7.85	31/2
53MH25	with hook	25	9.30	4
53M40	no hook	40	12.55	51/2
53MH40	with hook	40	14.90	6

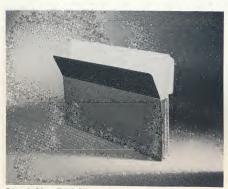
Larger subdivisions available; for standard height guides to 480 div. A-Z for half height guides to 2000 div. A-Z



Stock No. 502MH40. Uses No. 262 series inserts



Stock No. 52MH25. Uses No. 252 series inserts



Stock No. 5514C



Stock No. 5023, tabbed 3rd cut center position

# **POCKETS AND JACKETS**5 PIECE RED FIBER POCKETS

Closed sides and capacities of  $1^3$ /4" and  $3^1$ /2" in sturdy five piece construction makes an ideal container for large groups of loose papers of different sizes. Side tabs are 3/4" wide. Back flap and tab are faced in salmon color. Letter size is  $9^1$ /2" high by  $12^1$ /4" wide with tab, legal size  $15^1$ /4" wide. Packed 25 per box. Prices on application for pockets with steel tabs.

Stock No.	Capacity	25-499 per C	500 up per M	Weight per M
LETTER	SIZE			
5514C 5524E	1 <sup>3</sup> / <sub>4</sub> " 3 <sup>1</sup> / <sub>2</sub> "	<b>\$43.65</b> 48.15	<b>\$396.75</b> 437.60	230 240
LEGAL S	IZE			
5516C 5526E	1 <sup>3</sup> / <sub>4</sub> " 3 <sup>1</sup> / <sub>2</sub> "	<b>48.55</b> 53.85	<b>441.50</b> 489.40	277 295

# ONE PIECE 11 POINT MANILA JACKETS — LETTER SIZE ONLY

These lower cost containers for larger groups of papers afford side entry for easier removal of single sheets. Open top and right end, they are tabbed on **both** flaps. Side tabs are 3/4" wide. Letter size **only**  $9\frac{1}{2}$ " high x  $12\frac{1}{4}$ " wide. Flat style packed 50 per box, expansion styles packed 25 per box. Specify tab cut and position when ordering.

Stock No.	Capacity	25-499 per C	500 up per M	Weight per M
5010	flat	\$12.85	\$ 99.25	90
5023	1"	19.55	159.75	120
5043	2"	19.55	159.75	130
California antitudia	Control Control	Santan Carlos Commenced	er filik Si oshi Timoto tembana sasisi	1 Thomas H

# **OUT GUIDES**

#### 11 POINT MANILA— "OUT"

Printed both sides in red ink, these OUT guides provide for 92 entries. The form identifies requisitioner, item taken, and date. Letter size is  $9\frac{1}{2}$ " high by  $12\frac{1}{4}$ " wide with tab, legal size  $15\frac{1}{4}$ " wide. Packed 100 per box.

Stock No.	100-499 per C	500 up per M	Weight per M
LETTER SIZE			
5251	\$ 7.30	\$ 66.40	45
LEGAL SIZE	NEW CONTROL	5 1124 (56.0)	
5351	10.15	92.35	57

# 25 POINT BLUE PRESSBOARD — "OUT-WANTED"

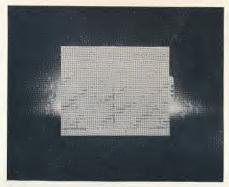
This in-file control for locating or re-routing borrowed documents measures 5" high by  $12\frac{1}{4}$ " wide (with tab) letter size,  $15\frac{1}{4}$ " wide legal size. Printed one side only in black ink, die cut and embossed slots accept a 3 x 5 requisition form. "OUT" and "WANTED" tabs are of two different sizes for easier recognition. Packed 50 per box, (requisition cards not included).

Stock No.	50-499 per C	500 up per M	Weight per M
LETTER SIZE		et a series	
5200	\$10.50	\$ 95.00	70
LEGAL SIZE			
5300	11.05	100.00	80

# 3x5 REQUISITION CARD

8 point salmon index bristol printed one side in steel-grey ink. Document or folder title, date taken, borrower and department may be recorded on the form. Imprinted instructions suggest proper form use for prompt return of borrowed records. Packed in bands of 100, boxes of 1000.

Stock No.	per C	per M	Weight per M
7301	\$.65	\$5.52	41/2



Stock No. 5251



Stock No. 5200 with No. 7301 requisition card in "WANTED" position

## **NUMBERING**

NUMERIC INDEXING FOR DIGIT FILING Even though straight number, or 1, 2, 3 filing is faster and easier than alphabetic filing, simple improvements can be made to eliminate the drawbacks of straight number indexing while furnishing even greater speed and accuracy. The change consists in a deliberate transposing of numerical sequence. This technique is called digit indexing. There are two generally used methods, TERMINAL DIGIT FILING, and the newer OXFORD MIDDLE DIGIT FILING.

In terminal digit filing, numbers are read backwards in groups of two for purposes of filing and withdrawing only. When calling for the folder, the requisitioner still asks for it in the conventional way. Expressed in terminal indexing, folder number 123456 would be filed in shelf section 56, (123456) in group 34 (123456) and would be folder 12, (123456), in sequence, in group 34.

Like terminal digit indexing, Oxford Middle Digit spreads filed documents evenly through the shelf file. But it differs from terminal digit by retaining the desirable straight numeric characteristic within each group of 100 consecutively numbered folders.

In Middle Digit indexing, folder number 123456 is filed in section 34 (123456), in group 12 (123456) and would be folder 56 (123456) in one hundred consecutively numbered folders in group 12.

#### **NUMBERING FOLDERS**

Both side tabbed shelf filing folders and straight cut regular cabinet style folders are used on shelves for digit filing. Side tabbed folders are usually vertically numbered on one or both sides of the tabs, only. Cabinet style (straight cut) folders are usually numbered on the top full width tab, and on the front face in a bottom right hand location. Alphabetic or numeric prefixes are sometimes used and are available.



#### **VERTICAL NUMBERING**

To match the requirements of digit filing, Oxford vertical numbering may be specified in imprint combinations of up to six digits and two horizontal lines in any arrangement accomodated within 8 digit spaces. Shown in the full size illustration are some of the possible combinations. The numbering series may be consecutive, consecutive skip, or random from a list.

#### HORIZONTAL NUMBERING

Numbering sizes A, B, and C, illustrated, may be imprinted in any of several locations during the numbering process. The number series may be consecutive, consecutive skip, or in random order from a list.

A 153687 B 111137 C 123400

Printing press numbering (as illustrated below) is more economic if restricted to fixed imprint locations. Dotted lines indicate the margin necessary between the number and the nearest printing. Printing press numbering series may be consecutive or consecutive skip.

A 946481

1 3953510

Nº 78084500

26-52-63

A margin between number and nearest printing is

Nº 914748

indicated by dotted lines. Margin requirements vary with type size.



#### **BLOCK TINTING**

Digit filing permits the use of supplementary controls using block printed or tinted areas on the inside of shelf folders located at the back left edge, and at the top edge of the folder. Ten locations for block printing, or ten colors tints (used in combinations of two colors in fixed locations), are keyed to terminal or middle digits. Variations include use of ten colors and ten sizes of tinted areas to key single terminal digit endings,

Block tinting provides visual indication on the shelf of number transposition or other filing error by misalignment of block position, or mismatch of color, within an otherwise uniform group of folders.



# 1052

0

# NUMBERED STEEL TAB GUIDES

Indexing for digit filing identifies primary and secondary divisions of the file. Tab headings are usually four digits arranged vertically, and separated into two groups of two digits each by a horizontal line, as illustrated.

Primary indexing indicates the group (upper two digits) and the section (lawer two digits) in which the group is located.

Secondary indexing, used to subdivide groups, indicates folder number sequence within the group (upper two digits) and the group (lower two digits).

To clearly identify section numbers, numbering in two colors is often suggested. Primary and secondary indexing is also usually distinguished by tab position. (See illustration above)

# Oxford

# INSTALLING FASTENERS IN OXFORD FOLDERS

Fasteners may be installed in any Oxford manila, kraft, red fiber, durox or pressboard folder. Fasteners should not be installed in hanging folders. Use file backs or Interior Folders with fasteners installed to house bound groups of papers in PENDAFLEX®.



#### **FASTENER POSITION**

The numbered fastener positions shown in the diagram are precise locations based upon  $11 \times 8\frac{1}{2}$  (letter size) or  $14 \times 8\frac{1}{2}$  (legal size) sheets punched to ACCO standards for binding on  $2\frac{3}{4}$ " centers.

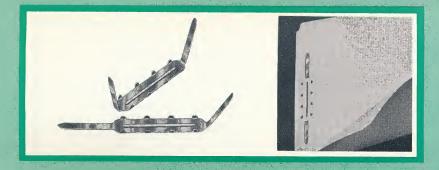
These fastener positions will satisfy most requirements but are not proper for all sheet sizes. When ordering for sheet sizes other than letter or legal, submit a folder sample accurately locating the fastener position desired. When ordering side tabbed shelf filing folders with fasteners, submit sample.

#### **HOW TO ORDER**

Specify quantity and style of folders, and style of fastener. Specify fastener position by number, or submit sample.

#### **HOW TO CALCULATE PRICE OF FOLDERS WITH FASTENERS**

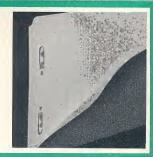
The fastener prices include installation. Add the price of the fasteners to the price of the folder selected. If two fasteners per folder are required, double the fastener price.

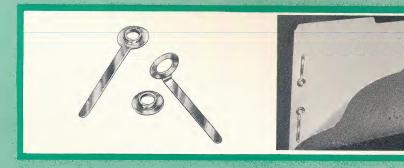


LESSPACE® fasteners take up much less space in the file because at no point in its design is there more than one thickness of metal plus one thickness of folder stock. A smooth back eliminates projections to catch other papers or folders.

Acco fasteners, consisting of a base with strong prongs and a compressor, securely bind papers together. Bases are tightly clinched to the folder stock during installation.







Oxford Brass Prongs utilize heavy two piece construction to firmly eyelet prongs to the folder. Pairs of prongs are precisely located to provide 23/4" centers between prongs at the bend. Eyelets are smooth on the reverse to avoid catching other papers or folders.

#### OXFORD LESSPACE FASTENERS

No compressors unless specified

Stock No.	Compressor	Capacity	100-499 per C	500 up per M
12LS	with	1"	\$6.10	\$50.75
12LS	without	1"	5.00	40.85
22LS	with	2"	6.35	52.95
22LS	without	2"	5.25	43.00

#### ACCO "L" TYPE FASTENERS

With compressors unless none specified

Stock No.	Compressor	Capacity	100-499 per C	500 up per M
ACCO				
112L	with	1"	\$6.10	\$52.50
112L	without	1"	5.00	42.50
122L	with	2"	6.35	54.50
122L	without	2"	5.25	44.50

#### OXFORD BRASS PRONG FASTENERS

With compressors unless none specified

Stock No.	Compressor	Capacity	100-499 per C	500 up per M
15PR	with	11/2"	\$8.50	\$65.00
15PR	without	11/2"	7.00	55.00

#### **COMPRESSORS**

For use with Oxford Lesspace, Brass Prong and ACCO style fasteners

Stock	Packing	For Prongs	100-499	500 up
No.		On	per C	per M
11CP	50 per envpe.	2¾" centers	\$1.25	\$10.00

#### **PUNCHING**

For installation of such ACCO fasteners as number 12, 22, 112, or 122

Style	Size	For Prongs On	100-499 per C	500 up per M
Slit Holes Round Holes	1/16" x 1/4"	2¾" centers 2¾" centers		\$ 5.25 5.25

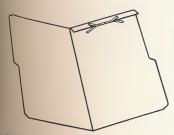
#### OXFORD SIAMESE FASTENERS



Oxford Siamese fasteners bind two groups of papers back-toback yet take no more space than a single regular fastener. Such combined records in a single folder provide a complete story, properly classified, that cuts reference time.

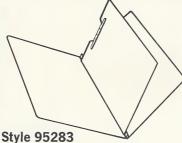
In association with the folder styles illustrated and described below, Oxford Siamese fasteners make it possible to bind two, four, six or more classes of papers for individual credit histories, mortgages, personnel records, medical case histories, estate and insurance plans and many other applications.

Prices For These Oxford Folders On Application

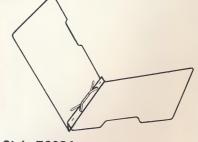


#### Style 75282

11 point manila, letter size, with Siamese fastener mounted on a "wing" on back flap only, provides for two groups of papers. Additional "wing" on front flap would provide for four groups of papers.



25 point blue pressboard, legal size, with Siamese fasteners mounted on two interior leaves: Lesspace fasteners installed on front and back flaps, provides for six groups of papers.

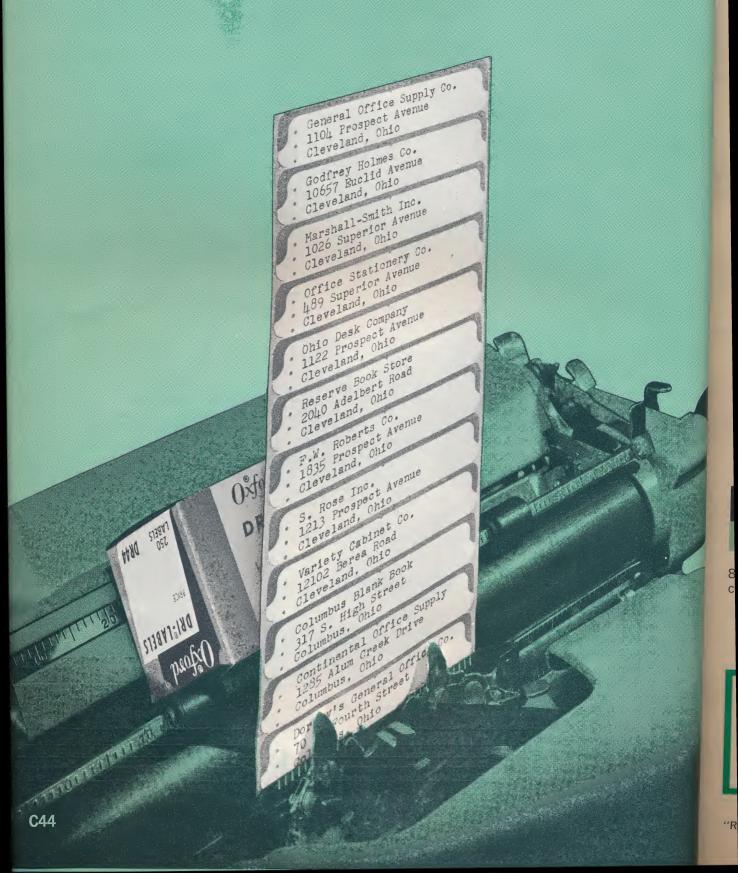


#### Style 76284

11 point manila endfold, letter size, with Siamese fastener mounted for binding at the fold, provides for two groups of papers and can be indexed for filing in pull drawer cabinets or on shelves.



# DRI-LABELS® AND ROL-LABELS®



#### OXFORD DRI-LABELS®

The new and faster way to head up file folders. Pressure sensitive Oxford Dri-Labels stick to folder tabs with just the touch of a finger—no moistening required. A roll of 250 labels in a self-dispensing box unwinds as you type neat 1, 2, or 3 line headings on smudge resistant label stock. In 9 popular color bands for coding.

Label size is 2/3" high by 3½" wide to fit third cut or wider folder tabs. Packed 12 rolls of a color per carton, shipping containers of 72 rolls.

Specify color band when ordering.

Stock No.	1-11 Rolls	12 Rolls up	Shpg. wgt.
	per roll	per roll	72 rolls
DR44	\$1.15	\$1.05	16 lbs.

9 popular color bands are crimson, orange, yellow, green, blue, light blue, violet, tan and white (white is margin indexed in blue).

#### OXFORD ROL-LABELS®

The original water gummed label in roll form that unwinds from the box as you type. Perfect for neat typed headings on file folders, addressing large envelopes or packages, titling reports, and many other labelling uses.

Spaced for continuous typing, label size is  $1\frac{1}{3}$ " high by  $3\frac{1}{2}$ " wide, folded size 2/3" high.  $3\frac{1}{2}$ " width fits third cut or wider folder tabs. Each roll of 250 labels is individually packed in self-dispensing box, 12 rolls of a color per carton, shipping containers of 144 rolls.

Specify color when ordering.

Stock No.	1-11 Rolls	12 rolls up	Shpg. wgt.
	per roll	per roll	144 rolls
R444	\$.42	\$.39	39 lbs.

8 standard colors are buff, blue, salmon, cherry, green, canary, white, manila.



Stock No. DR44



Stock No. R444

# Tips on File Folder Labelling with Rol-Labels®

- 1. Type up to 4 lines below the center score
- 2. Fold labels on scores and at perforations "accordian" style
- 3. Separate labels, moisten, and apply to folder tabs.

DFP444 (Actual Size)	
DFP4234 (Actual Size)	
DFP3300 (Actual Size)	
DFP2400 (Actual Size)	
DFP500—DRP550 (Actual Size)	
DFP400—DRP440 (Actual Size)	PRECISION FEATURES  that match Oxford Pinfeed DRI- LABELS to the requirements of todays Data Processing equipment  • Clean marginal punching with no confetti or hangnails  • Exact label registration spaced for accurate machine print-out  • Super-strong carrier for trouble free runs
	Smudge resistant label stock assures clean imprint     Permanent adhesive for instant

Far

tack and strong grip

motes smooth feed

 FLOW-PAK shipping containers protect fanfold carrier edges, pro

 Axle mounted twin roll labels fer right out of the box, no supplementary equipment needed

DFP300—DRP330 (Actual Size)

Pressure sensitive OXFORD PINFEED DRI-LABELS are precise continuous forms designed to maximize the efficiency of your EDP installation. One time or repetitive data can be captured on Pinfeed DRI-LABELS from punch cards or tape for transfer to records and objects unsuitable for direct notation on print out equipment. To multiply economies in paperwork systems use OXFORD PINFEED DRI-LABELS for such jobs as addressing, card and account record correction, product identification, manufacturing controls, and test score reporting.

#### CARRIER DIMENSIONS

All multiple width labels are vertically perforated for separation to strips of single label width. All fanfold labels are packed with fold depth of 12".

Stock No.	Carrier Width	Marginal Punching center to center
DFP300, DRP330	4 <sup>1</sup> / <sub>4</sub>	3 <sup>3</sup> / <sub>4</sub>
DFP400, DRP440	4 <sup>3</sup> / <sub>4</sub>	4 <sup>1</sup> / <sub>4</sub>
DFP500, DRP550	5¾	5½
DFP2400	8%	8¾
DFP3300	11½	11
DFP4234	12⅓	11%
DFP444	41/4	33/4



# SINGLE WIDTH PINFEED DRI -LABELS®

Fanfold labels packed in continuous lengths of 5M labels; rolls packed two rolls of 2500 each, 5M labels per carton.

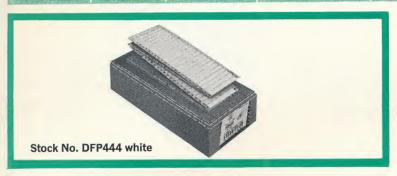
			S	uggested	Labels	Box			
Stock No.	Style	Label Size	5M	10M	25M	50M	100M	per box	wgt.
DRP330	Rolls	15/16 x 3½	\$5.32	\$4.37	\$3.83	\$3.53	\$3.36	5M	6 lbs.
DFP300	Fanfold	15/16 x 3½	5.32	4.37	3.83	3.53	3.36	5M	5 lbs.
DRP440	Rolls	17/16 x 4	6.89	5.91	5.41	5.13	4.97	5M	91/2 lbs
DFP400	Fanfold	17/16 x 4	6.89	5.91	5.41	5.13	4.97	5M	81/2 lbs
DRP550	Rolls	15/16 x 5	5.97	5.03	4.45	4.14	4.00	5M	71/2 lbs
DFP500	Fanfold	15/16 x 5	5.97	5.03	4.45	4.14	4.00	5M	7 lbs.



# MULTIPLE WIDTH PINFEED DRI -LABELS®

Save equipment time by using multiple width Pinfeed Dri-Labels for repetitive listings.

Stock No.	Style	Label Size	S 10M	uggested 30M	Price Per 50M	M Labels 70M	100M	Labels per box	Box Wgt.
DFP2400	Fanfold (2 across)	1% × 4	\$5.91	\$5.41	\$5.13	\$5.05	\$4.97	10M	18 lbs.
Stock No.	Style	Label Size	15M	uggested 30M	Price per 45M	M Labels	s 105M	Labels per box	Box wgt.
DFP3300	Fanfold (3 across)	15/16 x 3½	4.37	3.83	3.68	3.53	3.36	15M	16 lbs.
Stock No.	Style	Label Size	20M	Suggested 40M	Price pe 60M	r M Label 80M	s 100M	Labels per box	Box wgt.
DFP4234	Fanfold (4 across)	7/16 x 2 <sup>3</sup> / <sub>4</sub>	3.60	3.21	2.92	2.71	2.55	20M	8½ lbs.



# FILE FOLDER PINFEED DRI-LABELS®

An efficient method of titling large groups of file folders. Stocked in white only, color band imprints to order, prices on application. (Color bands are crimson, orange, yellow, green, blue, light blue, violet and tan.)

				Suggeste	d Price pe	r M Label	S	Labels	Box
Stock No.	Style	Label Size	10M	30M	50M	70M	100M	per box	wgt.
DFP444	Fanfold	7/16 x 3½	\$4.10	\$3.49	\$3.09	\$2.77	\$2.65	10M	5½ lbs.

# SPECIAL PURPOSE PINFEED DRI -LABELS®

Special sizes and constructions designed to meet particular needs are available, prices on application with details. Specify intended use, make and model of the equipment you use, and print out detail. Sketches will be submitted with our quotation.

H Oxford

# card filing supplies

INDEX CARDS • CARD GUIDES • FLEXINDEX® EXPANDABLE CARD INDEXING SYSTEM • VINYL CARD GUIDES



# general product information

**PRECISION ROTARY CUT:** OXFORD index cards are precision rotary cut for absolutely uniform size top to bottom.

**PRECISION ROTARY RULED:** Precision rotary ruling guarantees exactly the same line spacing on every horizontally ruled card, matching OXFORD standards for dependably consistent quality.

**PACKAGING:** Each hundred cards is put up in strong paper band, 3x5 and 4x6 sizes are boxed in lots of 1,000; 5x8, 8x5 and 6x9 sizes are boxed in lots of 500.

#### **INDEX CARD STOCKS**

**STERLING GRADE**—In 8 pt. and 10 pt. A 100% rag stock in cream white. A well recognized standard for use in permanent record files where resistance to wear and aging are important requirements.

OXFORD Grade—In  $8\frac{1}{2}$  and  $10\frac{1}{2}$  pt. A 50% rag stock in blue white, buff, blue, salmon, canary and green, suitable for 20 year records under hard usage. 50% rag is also recommended for machine imprinted ledger forms where paper shreds and paper dust must be avoided.

JEFFERSON Grade — In  $8\frac{1}{2}$  pt. and  $10\frac{1}{2}$  pt. A #1 sulphite stock in white only made from selected pulps for 10 year records, with good writing surface and erasure qualities.

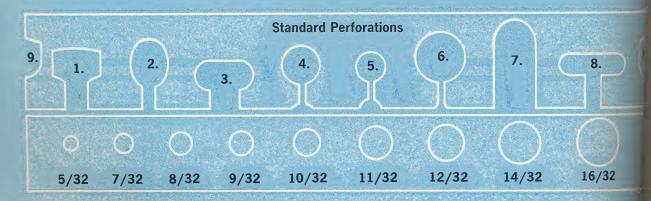
BROADWAY Grade—In 8½ pt. A #2 sulphite stock designed for good body, writing surface and erasure qualities. Offered in white, buff, blue, salmon, cherry, green and canary.

**LENOX Grade**—In 8 pt. A sulphite stock of commercial grade for temporary use.

#### INDEX CARD SIZES

Height is always mentioned first in stating size. Sizes available are 3x5, 4x6, 5x8, 6x9, 8x5.

SPECIAL SIZES AND FORMS: OXFORD manufactures millions of special index cards every year. This includes cards for all types of business activity—banking, insurance, manufacturing, selling, and many others. Sheet stocks in a variety of weights, grades and colors are carried for this purpose.



# BLANK INDEX CARDS — 3x5, 4x6, 5x8, 6x9 SIZES

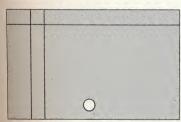
Stock No.	Color	Grade	Pts. thick	Per C	Per M	Pac Box	king Carton	Wgt. per M
3x5 SI2	ZE							
30	white	Lenox	8	\$ .21	\$ 1.56	1M	10M	41/2
7320	white	Broadway	81/2	.23	2.04	1M	10M	41/2
7320	buff	Broadway	81/2	.28	2.31	1M	10M	41/2
7320	blue	Broadway	81/2	.28	2.31	1M	10M	41/2
7320	salmon	Broadway	81/2	.28	2.31	1M	10M	41/2
7320	cherry	Broadway	81/2	.28	2.31	1M	10M	41/2
7320	green	Broadway	81/2	.28	2.31	1M	10M	41/2
7320	canary	Broadway	81/2	.28	2.31	1M	10M	41/2
4320	white	Jefferson	81/2	.36	2.72	1M	10M	41/2
4330	white	Jefferson	101/2	.41	3.54	1M	ets. A	6
4x6 SIZ	ZE			A	English Committee	A 1860		
40	white	Lenox	8	.32	2.80	1M	6M	71/2
7420	white 4	Broadway	81/2	.37	3.31	1M	6M	71/2
7420	buff 🥞	Broadway	81/2	.44	3.94	1M	6M	71/2
7420	blue 4	Broadway	81/2	.44	3.94	1M 🤻	6M	71/2
7420	salmon	Broadway	81/2	.44	3.94	1M	6M	71/2
7420	green	Broadway	81/2	.44	3.94	1M	€ 6M	71/2
7420	cherry	Broadway	81/2	.44	3.94	1M	€ 6M §	71/2
7420	canary	Broadway	81/2	.44	3.94	1M	6M	71/2
4420	white	Jefferson	81/2	.51	4.57	1M	6M	71/2
4430	white	Jefferson	101/2	.70	5.90	1M	Salas Sound	91/2
5x8 SI	ZE							
50	white	Lenox	8	.51	4.36	500	4M	121/2
7520	white	Broadway	81/2	.64	5.45	500	4M	121/2
7520	buff	Broadway	81/2	.70	6.21	500	4M	121/2
7520	blue	Broadway	81/2	.70	6.21	500	4M	121/2
7520	salmon	Broadway	81/2	.70	6.21	500	4M	121/2
7520	green	Broadway	81/2	.70	6.21	500	4M	121/2
7520	cherry	Broadway	81/2	.70	6.21	500	4M	121/2
7520	canary	Broadway	81/2	.70	6.21	500	4M	121/2
4520	white	Jefferson	81/2	.81	7.36	500	4M	121/2
4530	white	Jefferson	101/2	1.10	9.51	500	Kanana ka	151/2
6x9 SI	ZE		A stylen days a		在是是			
4620	white	Jefferson	81/2	1.21	10.70	500		16



Stock No. 30



Stock No. 3200

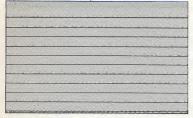


Stock No. 3205

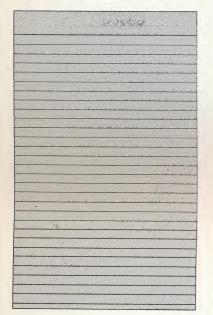
# LIBRARY CATALOG CARDS — BLANK & RULED

7.5 x 12.5 centimeters, punched round hole

BLANK								
3200	cream white cream	Sterling	8	\$1.05	\$ 8.41	1M		41/2
	white	Sterling 🤰	10	1.33	10.70	1M	4-1	6
RULED-	-one side,	reverse side b	lank 🐇			A		Sec.
3205	cream white	Sterling	8	1.26	9.57	1M		41/2
3305	cream white	Sterling	10	1.46	11.80	1M	<b>X</b>	6



Stock No. 31



Stock No. 4821

# CARD INDEXING SYSTEMS

In addition to the card guide sets listed on pages D9 through D32 of this catalog, card indexing systems meeting special alphabetic, numeric, subject, or geographic requirements can be designed and produced for your card files.

Ask your Oxford dealer for assistance.

# HORIZONTAL RULED CARDS — 3x5, 4x6, 5x8, 6x9, 8x5 SIZES

NUKIZ	UNTAL	RULEU GAK	υs — s	XO, 4X	b, JX8,	бхэ,	SXO SIZ	£3
Stock No.	Color	Grade	Pts. thick	Per C	Per M	Pa Box	cking Carton	Wgt. per M
3x5 SI	7F					-		
		verse side blank						
31	white	Lenox	8	\$ .21	\$ 1.56	1M	10M	A17.3
7321	white	Broadway	81/2	.23	2.04	1M	10M	4½ 4½
7321	buff	Broadway	81/2	.28	2.31	1M	10M	472
7321	blue	Broadway	81/2	.28	2.31	1M	10M	41/2
7321	salmon	Broadway	81/2	.28	2.31	1M	10M	41/2
7321	cherry	Broadway	81/2	.28	2.31	1M	10M	41/2
7321	green	Broadway	81/2	.28	2.31	1M	10M	41/2
7321	canary	Broadway	81/2	.28	2.31	1M	10M	41/2
4321	white	Jefferson	81/2	.41	3.14	1M	10M	41/2
4331	white	Jefferson	101/2	.46	3.94	1M		16
ruled t	wo sides, tu	ımblehead			100 (18 F)	in the	10 11 TO 10	
7321-2	white	Broadway	81/2	.36	2.78	-1M	10M	41/2
4x6 SI	7F \	And the same of th						
į.	1000	verse side blank						
41	white	Lenox	8	.32	2.80	1M	6M	71/2
7421	white	Broadway	81/2	.37	3.31	1M	6M	71/2
7421	buff 🐇	Broadway	81/2	.44	3.94	1M.	6M	71/2
7421	blue 🐇	Broadway	81/2	.44	3.94	1M	6M	71/2
7421	salmon	Broadway	81/2	.44	3.94	1M	6M	71/2
7421	green	Broadway	81/2	.44	3.94	4 1M	6M	71/2
7421	cherry	Broadway	81/2	.44	3.94	1M	6M	71/2
7421	canary	Broadway	81/2	.44	3.94	1M	6M	71/2
4421	white	Jefferson	81/2	.65	5.09	1M	6M	71/2
4431	white	Jefferson	101/2	.76	6.45	1M		91/2
7421-2	wo sides, tu	The same of the sa	017	FI	4.50	alvadadi.		23.33
market to the comments.	white	Broadway	81/2	.51	4.52	1M	6M	71/2
5x8 SI								
Contract of the Contract of th	ne side, rev	erse side blank			M. T. C.			
51	white	Lenox	8	.51	4.36	500	4M	121/2
7521	white	Broadway	81/2	.64	5.45	500	4M	121/2
7521	buff	Broadway	81/2	.70	6.21	500	4M	121/2
7521	blue	Broadway	81/2	.70	6.21	500	3 4M	121/2
7521	salmon	Broadway	81/2	.70	6.21	500	4M	121/2
7521	green	Broadway	81/2	.70	6.21	500	4M:	121/2
7521	cherry	Broadway	81/2	.70	6.21	500	4M	12½
7521 4521	canary white	Broadway Jefferson	81/2	.70	6.21	500	4M	12½
4531	white	Jefferson	81/2	1.00	8.41	500	4M	121/2
O consequence of the second	and the state of	Secretary and the second	101/2	1.21	10.55	500	State of the	15½
	wo sides, tu	and the state of t						
7521-2	Charles Sales Strangers Co.	Broadway	81/2	.78	6.95	500	4M	121/2
		e side, reverse s	and a self-broad of		3.	1000		
4621	white	Jefferson	81/2	1.41	11.85	500	17.	16
The second second second	ZE ruled one	e side, reverse s	ide blank			- 0		
4821	white	Jefferson	81/2	1.10	9.39	500	¥25	121/2
SANANO	Proceedings at the	** ** ********************************	N. Walter	A Property of	Maria de la constanta de la co	The same of the sa	4-1	

## GLOBE RULED CARDS — 3x5, 4x6 SIZE (all cards banded in 100's)

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Pac Box	king Carton	Wgt. per M
3x5 SI	ZE ruled on	e side, reverse s	ide blank					
4322	white	Jefferson	81/2	\$ .41	\$ 3.47	1M	T - 1	41/2
4x6 S12	ZE ruled on	e side, reverse s	ide blank					
4422	white	Jefferson	81/2	.65	5.63	1M	72	71/2
	democal Research Million Commission (Million	LED CARDS	Non-manufact	ARREST TO THE PARTY OF THE PART	Esselven and the second	1141		1 / 2

3x5 S12	ZE ruled or	ne side, reverse s	ide blank		E. S.Fr.C	e service	Ant.	or early
4323	white	Jefferson	81/2	.41	3.47	1M		41/2
4x6 S1Z	E ruled on	e side, reverse si	de blank					
4423	white	Jefferson	81/2	.65	5.63	1M		71/2

#### CORRESPONDENCE RULED CARDS — 3x5 SIZE

3x5 S1	ZE ruled on	e side, reverse si	ide blank				
4324	white	Jefferson	81/2	.41	3.47	1M	41/2

# JOURNAL RULED CARDS - 3x5, 4x6, 5x8 SIZE

3x5 S12	L ruled two	o sides, head to	head					
4325	white	Jefferson	81/2	.65	5.55	1M	- 1	41/2
4x6 SIZ	E ruled two	sides, head to	head					
4425	white	Jefferson	81/2	1.05	9.04	1M	723	71/2
5x8 SIZ	E ruled two	sides, head to	head					المودو المالية
4525	white	Jefferson	81/2	1.56	14.30	500		121/2

# DOUBLE ENTRY LEDGER RULED CARDS — 3x5, 4x6, 5x8 SIZE

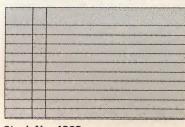
3x5 S12	E ruled two	o sides, head to	head 🔪					
4326	white	Jefferson	81/2	.65	5.55	1M	Table 1	41/2
4x6 S12	E ruled tw	o sides, head to	head		*			
4426	white	Jefferson	81/2	1.05	9.04	1M	1-3	71/2
5x8 S12	E ruled two	o sides, head to	head					
4526 1536	white white	Jefferson Oxford	8½ 10½	1.56 2.49	14.30 21.90	500 500		12½ 15½

# 3 COLUMN JOURNAL RULED — 3x5, 4x6, 5x8 SIZE

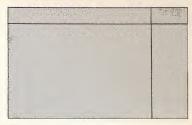
3x5 SIZ	E ruled two	o sides head to h	ead 💮					
4329	white	Jefferson	81/2	.65	5.55	1M		41/2
4x6 SIZ	E ruled tw	o sides, head to	head					
4429	white	Jefferson	81/2	1.05	9.04	1M	Ţ-	71/2
5x8 SIZ	E ruled two	sides, head to	head					
4529	white	Jefferson	81/2	1.56	14.30	500	17-11	121/2



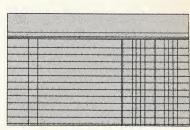
Stock No. 4322



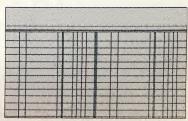
Stock No. 4323



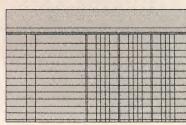
Stock No. 4324



Stock No. 4325



Stock No. 4326



Stock No. 4329



Stock No. 4328

EXPIRES D	ву	Name of Assured	
	T	Location	
mey No.		Company	Amount
	andreas.	Property	Premium
			Rate
			Nexit
	· ·	Broker	Register
		Broker	Form

Stock No. 23201



Stock Nos. 23205, 23202

	anning Sa	SECTION SECTION					
EXPIRATIO	Year	Assurad					7
		Address				(1) (1) (1)	1
POLICY BO.	4	Mortgages	AMOUNT	Term -		Premium	4
Page Page		OMPARY.	AMOUNT	*382(11 >	Hete	Fremium	4
							1
							]-
- ti-		-					-
oraqure .	٠	Suliding	Ι,	Stock	Machi		13:

Stock Nos. 23204, 23203

COORE									HIT				
DATE		otto esperante	- ITEM	- Andrews		~	DERITE		CAR	277.5		RALAHCE	
							П				Ш	П	
-			· · · · · · · · · · · · · · · · · · ·			Ш	Ш	Ш	Ш	Ш	Ш	11	
-	-					Н	44	Ш	ш		Щ	44	
							#	44	ш		Щ.	44	
						Н	₩	Н	++		-	н	
					11000	Н	H				++	H	
		***************************************		-		H	++	111			++	H	
					····	Н	Ħ	m				Ħ	
7	PRODE !				*****		ŤŤ		888			m	

Stock No. 4327

FIRM ?							-	-	,,,,,,,,,,,	HO	NE		,		PAO	
ADDRE	98		-411				-					les.			 1	W BUT COLLECTIBLE
MININ	280										OUN.			144	 UNE	ATIRFACTORY
INDIVE	DUAL										BALKS	МХ	N			P CAROIT
Winner-		19	mpper line	-		10	Timesek)	*****	·····	18	de la comp	-		19	 IN A	STMARKS
	PUNCH	ARKS	PAYMEN	T'S	PUNCRA	120	PARME	(TK	PURCHA		PAYMEN	78	PURKH		ENTE	CHEE DETAILE ON BAC
JÂN.						4				93						100
EE'H.																
MAR.	1															
APR.	1							覵								
MAY	-				``	***										
JUN.	-	1.6		<u>_</u>							,			Ц.,		
JUL		-												1		
Aug	-	an.	-											1		
EKP.		-	-						-					-	4	
OCT.	-	-		-	-			-	-		-		-	-	-	
NOV.	-	-	-				-		-		- 10			+-	+	
DEC.	1	1	L	L	1						1			1	100	Oxford Form No. 245

Stock No. 2428

Appress			14		-	MAKERNAN .	
BURINESS		- 20				PUTER	
SOURCE OF INQUIRY	Table 1					PHONE	ä
INTERESTED IN		e de la composición					
CALLS	T	T		T	ONINH	1 . 1	
LETTENS DIS			***	1	<u> </u>		-
MAILING LIST THE		SUSTATION		•	4	11	ā
REMARKS		100				100.00	
							-

Stock No. 2329

# 3x5 SIZE — PRINTED FORMS (all cards banded in 100's)

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Wgt. per M
SALES FOL	LOW UP-pri	inted one side or	ıly, reverse	side blank			
2329	white	Jefferson	81/2	\$1.05	\$ 8.70	1M	41/2
SALES REC	ORD, QUOTA	ATIONS—printed	one side, i	reverse side	blank		
4328	white	Jefferson	81/2	1.00	8.00	1M	41/2
INSURANCI	E EXPIRATIO	N AND LINE RE	CORD-pri	nted one sic	le, reverse s	side blank	
23201	white	Jefferson	81/2	1.05	8.70	1M	41/2
23202* 23204	white white	Jefferson	8½	1.16	9.40	1200	41/2
23205*	white	Jefferson Jefferson	8½ 8½	1.05 1.16	8.70 9.40	1M 1200	4 <sup>1</sup> / <sub>2</sub> 4 <sup>1</sup> / <sub>2</sub>
23203	white	Jefferson	81/2	1.05	8.70	1M	41/2
*Tabbed 1/1	.2 cut, tabs p	rinted Jan. to Do	ec., 100 car	ds of a mon	th per pack		
CONTINUO	US BALANCE	LEDGER-print	ed two sid	es, alike, tu	mblehead		
4327	white	Jefferson	81/2	1.05	8.70	1M	41/2

# 4x6 SIZE — PRINTED FORMS

SALES AN	ND CREDIT RE	CORD-printed	one side, h	orizontally r	uled on reve	rse, tumb	lehead
2428	white	Jefferson	81/2	1.75	13.80	1M	6
CONTINU	OUS BALANCI	E LEDGER-prir	ited two sid	es, alike, tui	nblehead		
4437	white	Jefferson	101/2	1.75	13.80	1M	91/2
INVENTO	RY AND PURC	HASE RECORD	printed tw	o sides, alik	e, head to he	ead	外浪
2427	white	Jefferson	81/2	1.75	13.80	1M	71/2

ADDRESS								7,000		-	RAT				-	-	
DATE	adared teasure	and the beaution	er	EH		a benedites	*	r	DE	8175	 LIM	with a	OFTS	T	DAL		
			-	0,		y .			T	T	П	П	T		IT	T	T
											П	П		T	П	T	4
. 1						H.	7			T	П	П		T			t
										П	П	П	I	T		T	ľ
										I	1	П	T	П		T	ľ
	1						1		1	I		П					
					2	* ; *					П	П		No.		1	
			· :						I		П	П					Ĭ
								Ц		H		I		H			
>										Ш	П	П		П			ľ
	1.							П	T	11	T	П	T	П		П	

Stock No. 4437

ARTICLE STOCK N	OR.				MAX.		LOCATION
BOUGHT					MIN.	`	
assis.		PURC	HASES			INVE	NTORY
DATE	QUANTITY	DATE	YTITHABO	DATE	QUANTITY	DATE	QUANTITY
		10					
			To have been			-	
			+ 10			-	
							,
	1		1.	1			
		-					· · · · · · · · · · · · · · · · · · ·
					-	-1-1-2	
						-	
				Daford For	m 2427 INVENT	DAY AND PL	BCHARE RECORD

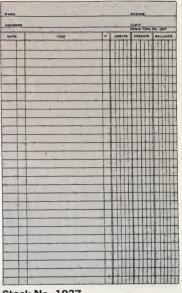
Stock No. 2427

## 5x8 SIZE — PRINTED FORMS (all cards banded in 100's)

Stock No.	Color	Grade	Pts. thick	Per C	Per M	Packing Box	Wgt. per M
PERPETU	JAL INVENTO	RY RECORD-p	rinted two s	ides, alike,	tumblehead	a was been	
2538	white	Jefferson	101/2	\$3.19	\$25.00	500	15½
CONTINU	JOUS BALANC	CE LEDGER-pi	rinted and ru	led two sid	es, alike, tur	nblehead	
1537	cream white	Oxford	10	3.77	31.85	500	15½
EMPLOY	EES PAYROLL	AND TAX REC	CORD—printe	ed two side:	s, not alike,	tumblehead	
25291	buff	Oxford	81/2	3.00	22.70	500	121/2
EMPLOY	EES HISTORY	AND TAX REC	ORD-printe	d two sides	, not alike, t	umblehead	1907 
25292	salmon	Broadway	81/2	3.00	22.70	500	121/2

# 8x5 SIZE — PRINTED FORMS

CONTINUOUS BALANCI	E LEDGER-pr	inted and r	uled two sides	, alike, tur	nblehead	
1837 buff	Oxford	101/2	3.77	31.85	500	151/2



Stock No. 1837

	SADER	0		RECEIV	ED		0000		570			OLD					
	OND. NO.	GUAN	DATE	980.NO	OWAN.	DATE	OND. NO.	OUAN.	MAL	DAYK	DHD, NO.	GUAN.	MAL.	DATE	080.4D	DUAN.	SAL.
-		CONTRACTOR OF THE PERSON OF TH	and the same of	in Lamor									-				
				-					***********	1							
		-		-		-											
distant														-			
-112						1	-	-	-								
			Sinte	-			-										4
	-	,															
	- maintim	-			1		-		1								
	-	-		1	1	1											-
		1-1-1-1					}								-		
-	3	1	1											,			
							6				1			1			
							5				1 4				b		
********								1									
ALC: NAME OF				` .											-		
- 10																ļ	i
						¥						-					-
				1							1					<u> </u>	
		Lamana	1	15	1	1	1 1700.000	Luni	1	L	To re-orde	r, specify	Oxford fo	orm 2536	Stock fee	ord and	reststory

Stock No. 2538

MAME	1916	Maria				REMARKS			TERMS		C	AD NO.	44 35 50	
DORES									RATING	X	0,	LKEMAH		_
	erm No.			8 8	***************************************	E BALANCE	DAIX	TEN	FOLIC	TIENO	-	CHICAT	BALEM	
DATE	175.00	POLID	TIANG	-	CHEDIT	BALANCE	DAIX	102.90	2000	11111	-			
										4444	-			1
				7 1								1111		
	-													
		1								1				П
		1				# 1711								Г
	-	-		1 1	-									Ħ
-	ļ	1 - 1		-1-1	14-11-	1-1-11		-		11111	-			Ħ
	-	1		-11		1		-		11111		-		٠
		1							-					t
				-	444	+++-			-			-		4.
					HIL				1				1	Ŧ.
												444		4
		-												1
														Ш
	-							1		21524				Ш
		1												П
-	-	1		-(-)	-			-						T
-	-	1-1				1111			1			1111		1
-	1	1				++++-		-	-				1111	T
						4-1-111-	-		1					Ť
	1	1				4-111-			-		-		11-1-1-	+
	1					1.1711	H					4	1	4

Stock No. 1537

NAME		Reco	ab or E	\R	NIN	GE	3 AN	0	TA	XES	s roi	* **	AK OF I	•			DATE O	E GIFKIN IF MINTH	,		ti	CPE C	нс						YCK HO.
BYANGI PER 184	PER	ON TO	NGED		CHA OR TO PER	не	£0		G1 61 15 PM	5	ero.			DK	DAR POR	NO 13.1.	HEAD HO. OF	OF PAN	HY		ATU	ME OF	**	200	200	HAL	SEC	aray's	NO.
NEXX	HOUSE	WORKES		1			ED	u c	41	ON	8	ttrant.	NET P	AID	WEEK	MOUNE	WORKED					DET	ü	G7	10	NE			NET PAI
END-	REG- ULAR	DWER-	EARNING	•	WITH	: 1	0.4.0	To	.1.	T	П		- 10		END-	HEG- ULAN	DYEN. TIME	EXMAIN TO THE		WIT	M.	8.4.0	T	gr.F	T			×	TO
			T		T		"	100	T	Terrat	T			T	16								T	T	T	П			
				4	-	+	-	+	+	+	H	+	-	-	12		-			S			t	Ħ		П		-	
•				1		+		+-	+	-	1-1	+	-	-	12			-	-				T	ä		Ħ		T	-
	-		-	4	-	1	-	+-	+	1-	Н		-		1.0			-					Ŧ	Ħ	+	t		1	
				4		-		+	+	-	H	-		-	開放		-				-	H	Ŧ	7	+-	t	-		
	-	-				4		1	4.	4	H	-		-	21			-			***		ä	H	+	H			
2	-				-1	-	-	+	+	-	-	-		-	12			-				-	Ŧ	t	+	t			-
	-	-				4	-		4	-	Н	-	-	ļ	42		-					-	4	÷	+	٠	Н	-	
-		-	1		-		1	1	+	-	H	-		₩	24			-	-	-		-	4	4	+	H		+	
•			-					1	1	+	Ш			1	1		-	1	-			-	4		+	H	100	-	-
*								1	1	1			1	-	25				-			H	4	4	+	Į.		+	
n	1						1	1	1	10			<u></u>		ax				-		-		4	4	4	Ш	-	4	-
IX								1					1	1	37					_		Ш	4		1	1			
13								1			1				26		-	1				Ш	1			1			1
14	1							T	Т	1	П		T		20		*540.s						4		L	L		Ш	
18	1	1						T			П			1	30		1						1			1			
TOTAL		Constant	a tintonesia	-	-	-		+	-	7	Ħ	mil	-	7	YGYALE	- mili	-		ī			T	0000	1		1		m	

Stock No. 25291

NAME			\$ 12 miles		ADDRE	06					
DHANGE OF ADDR		100			46.00				250	ROCIA	L SECURIFY NO.
×0.E	MALE PKH.	D .	INGLE []		DATE	OF U. S					
HEIGHT	WEIG		EDUCATION	- in the second		UNION	HOIT				
DEPEND		DE	PENDENT	OTHER	Ta .			IN CASE OF ACC	IDENT NO	OTIFY	
RELATIV	ES EO HERE					NAME					
HOME	T RENYS	j	BOLEOS [	LIVES W		ADDR	i kigi				
SENERA			BEFECTS			CHTY					
REHART		or W.D.Was	4	10				EIGHATURE OF			
	PREVIOL	S EMP	LOYMENT I	LAST POSITIO			and the second second	EMPLOYMEN	TRECOR	•	
FROM	10		ENPLOYER	AA)	NEARON SOR LEAVING	DATE	DEPT:	POSITION	HATE	0472	TERMINATION REASON
						1			1	1	
						1					

Stock No. 25292

# general product information

#### **CARD GUIDE STOCKS**

#### Oxford Grade Blue Pressboard-In 25 Point

A hard, dense stock of superior rigidity and strength in Oxford's distinctive pearl blue color, made to our own specifications from virgin pulps. Oxford Grade Blue pressboard meets or exceeds Federal Specifications for Type II and is standard almost throughout the Oxford Card Guide pressboard line. Make your first choice Oxford Grade.

#### Broadway Grade Grey Pressboard-In 25 Point

A true pearl grey color, rather than an off shade of green, identifies Oxford's Broadway Grade press-board, designed for durability and lower cost. Used for tabulating card size guides and made to order guides.

#### Oxford Black Fiberboard—In 25 Point

Oxford's Black Fiberboard matches Oxford Grade Blue Pressboard in bursting strength and most other characteristics. It is eminently suitable for files where active operation requires resistance to wear and smudge. Used for angular cell and flat insertable cell check and tab guides. Black Fiberboard makes tab titles quickly visible.

#### Oxford Grade Index Bristol-In 17 Point

A premium grade sulphite bristol formulated with longer fibers for extra stamina. Its greater tear and bursting strengths and surface finish are specifically designed for card guide use. Offered in buff, blue, and salmon colors in plain, printed, Oxceloid® and celluloided tab styles.

#### Broadway Grade Index Bristol-In 17 Point

A commercial grade sulphite bristol designed for adequate performance at lower cost. In buff, blue or salmon and offered in plain, printed, and Oxceloid® tab styles only.

#### Oxford Vinyl-In 15 Point

Colorful Oxford rigid vinyl is the newest of card guide materials offering superior space savings combined with a rigidity and toughness not found in paper stocks. In black, tan, red, orange, yellow, green, blue, and clear. Offered in plain and flat insertable tab styles on card and check guides and available for made to order items.

#### TAB STYLES

#### Self Tabs

Card and check guides with tabs cut from the body material are available in all of the stocks listed above. All self tabs on paper stock and vinyl card guides are 3/8" high; on check guides 1/2" high.

#### Flat Fused Tabs

A heavy, non-flammable rigid plastic covering, bonded to fronts and backs of printed tabs, protects the tab surface from smudge and wear. Folded over construction and deep "skirts" strengthen the top edge and base of the tab for longer tab life.

#### Oxceloid® Tabs

Printed tabs are double dipped in a clear plastic to coat both tab surfaces and the entire top edge of the card guide. Oxceloid® reinforces, resists smudge, prevents "dog earred" corners, and is far superior to celluloided tabs in performance at lower cost. Specify Oxceloid® for printed tab protection.

#### **Slanted Steel Tabs**

Slanted number O steel tabs (1" wide), standard on steel tab pressboard card guide items, are firmly anchored for years of active service. Smooth clam shell edges won't catch cards and window openings are precisely shaped for easy insertion and firm label retention. Slanted steel tabs are 1/2" high. 6 x 9 guides carry number 1 straight steel tabs 1/2" high.

#### **Angular Cell Tabs**

Clear, insertable cellulose acetate tabs with faces at a 45° angle for greater visibility are tightly bonded to supporting self tabs of black fiberboard. 1/4" exposure in lengths of 3/4", 15/16", 13", 15%", and 23%" are standard tab sizes for card size file guides.

#### Flat Insertable Cell Tabs

Insertable one or two sides, flat insertable cell tabs are offered in exposures of 3/8", 5/8", 3/4" and 1" and in lengths up to  $3\frac{1}{2}$ " on made to order items; in 3/4" and 1" exposures on tab card size guides; in 1" exposures on check size guides.

#### Thindex® Tabs

A superior flat insertable cell tab design without an extended skirt. Thindex tabs do not add space wasting thickness to card files. In 1/4" exposure on standard card size guides in tab lengths of 3/4", 15/16",  $1\frac{3}{8}$ ",  $1\frac{5}{8}$ " and  $2\frac{3}{8}$ "; in 3/8" exposure for made to order guides in  $1\frac{1}{2}$ ", 2",  $2\frac{1}{2}$ " and 3" lengths. Supporting self tabs are 3/8" high (1/4" exposure) or 1/2" high (3/8" exposure).

#### Vinyl Insertable Tabs

A flat insertable design based on fused construction without a space wasting extended skirt. In 1/4" exposure on standard card size guides in tablengths of 3/4", 15/16", 13%", 15%", 23%"; in 5/8" exposure in 2" and 31½" lengths for made to order sizes. Available in other sizes to order. Supporting self tabs are 7/16" high (1/4" exposure).

## OXFORD CARD GUIDE SIZES

Oxford card guides are designed to fit all standard card cabinets, tubs and trays. See "Tab Styles" (page D8) for tab heights.

Standard Body Sizes	Description
H x W	
3 x 5 3 <sup>1</sup> / <sub>4</sub> x 7 <sup>3</sup> / <sub>6</sub> 3 <sup>1</sup> / <sub>2</sub> x 8 <sup>3</sup> / <sub>4</sub> 4 x 6 4 x 9 5 x 8 6 x 9 8 x 3 <sup>1</sup> / <sub>4</sub> * 8 x 5 8 <sup>1</sup> / <sub>6</sub> x 5 8 <sup>1</sup> / <sub>6</sub> x 6 8 <sup>1</sup> / <sub>2</sub> x 3 <sup>1</sup> / <sub>4</sub> * 9 x 6	Card Tabulating card check card check card card tabulating card card savings ledger tabulating card ledger
•	_

<sup>\*</sup>overall size including tab



Stock No. P322



Stock No. AC313



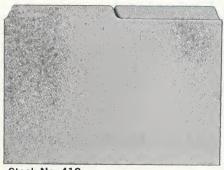
Stock No. TH315

# BLANK TAB, 3x5 SIZE

All insertable tab styles supplied with blank label inserts. Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C		'k'g Box	Wgt. Per M
FULL C	UT						Ţ.
311	Buff	Oxford Bristol	Self	\$ 1.60	\$ 13.25	100	9 lbs.
HALF C	UT			A. A. S. C.			
312 P322	Buff, Blue, Salmon Blue	Oxford Bristol Oxford Pressboard	Self Self	1.60 2.00		100 100	9 12
THIRD	CUT			To the same with	or specially		
313 B323 P313 AC313 TH313	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black		Self Self Self Ang. Cell., Insertable Thindex®, Insertable	1.60 1.05 2.00 12.25 12.25	8.95 16.05 102.85	100 100 100 25 100	9 9 12 20 20
FIFTH C	CUT				1-1		, Š
315 B325 P315 AC315 TH315 35-5	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black Blue		Self Self Self Ang. Cell., Insertable Thindex®, Insertable Steel, Insertable	1.60 1.05 2.00 12.25 12.25 10.55	8.95 16.05 102.85 102.85	100 100 100 25 100 100	9 9 12 20 20 25

# **BLANK TABS**





Stock No. 412

Stock No. AC413

# BLANK TAB, 4x6 SIZE

All insertable tab styles supplied with blank label inserts. Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C	500 up Per M	P'k'g Box	Wgt. Per M
HALF C	CUT	Consultation of the Consul	- gradinas serensiaini,		aller Santonia Maria		
412 P412	Buff, Blue, Salmon Blue	Oxford Bristol Oxford Pressboard	Self Self	\$ 2.50 3.20	\$ 21.25 25.70		14 lbs. 24
THIRD	CUT	A. L. Landin Mark San					TANK
413 B423 P413 AC413 TH413	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black		Self Self Self Ang. Cell., Insertable Thindex®, Insertable	2.50 1.65 3.20 14.65 14.65	21.25 14.35 25.70 121.30 121.30	100 100 25	14 14 24 40 40
FIFTH (	CUT						
415 B425 P415 AC415 TH415 46-5	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black Blue		Self Self Self Ang. Cell., Insertable Thindex®, Insertable Steel, Insertable	2.50 1.65 3.20 14.65 14.65 11.60	21.25 14.35 25.70 121.30 121.30 96.95	100 100 25 100	14 14 24 40 40 35



Stock No. P415



Stock No. 46-5

#### BLANK TAB, 5x8 SIZE

All insertable tab styles supplied with blank label inserts. Steel tab guides supplied with clear cell windows.

Stock No.	Color	Material	Tab Style	Box lots Per C	500 up Per M	P'k'g Box	Wgt. Per M
HALF C	UT					, N. S.	1-10-0 mm
512	Buff, Blue, Salmon	Oxford Bristol	Self	\$ 4.05	\$ 33.10	100	24 lbs.
THIRD	CUT		11	2000		(3-14)	212-7-125
513 B523 P513 AC513 TH513	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black		Self Self Self Ang. Cell., Insertable Thindex®, Insertable	4.05 2.50 4.80 16.70 16.70	33.10 22.10 39.75 140.00 140.00	100	24 24 41 60 60
FIFTH C	CUT	Marie Marie	A Remarka	A Variation of the	L. No.		
515 B525 P515 AC515 TH515 58-5	Buff, Blue, Salmon Buff, Blue, Salmon Blue Black Black Blue		Self Self Self Ang. Cell., Insertable Thindex®, Insertable Steel, Insertable	4.05 2.50 4.80 16.70 16.70 13.60	3.	100 100 25 100	24 24 41 60 60 53

## BLANK TAB, 6x9 SIZE

All insertable tab styles supplied with blank label inserts. Steel tab guides supplied with clear cell windows.

FIFTH C	CUT						
6905 P6905 69-5	Buff Blue Blue	Oxford Bristol Oxford Pressboard Oxford Pressboard	Self Self Steel, Insertable	\$ 5.60 6.55 15.55	\$ 45.70 53.40 129.65	100 100	57 66

# BLANK TAB, 8x5 SIZE

THIRD	CUT					724	W.
813	Buff	Oxford Bristol	Self	4.05	33.10	100	24
FIFTH	CUT			_ ()\$			
815 85-5	Buff Blue	Oxford Bristol Oxford Pressboard	Self Steel, Insertable	4.05 13.60	33.10 113.00	100 100	

# BLANK TAB, 91/2 x41/2 SIZE

HALF CUT		ar areas en				
94-2 Blue	Oxford Pressboard	Steel, Insertable	13.60	113.00	100	57
THIRD CUT	The state of the s	The second statement of the second se				1.1
9403 Buff	Oxford Bristol	Self	4.05	33.10	100	26

#### **Separate Tab Positions**

All card guides are available in tab positions not cataloged. For plain self tab items in pressboard or bristol add 10% to catalog prices. For attached tab items (slanted steel tabs, angular cell tabs, Thindex tabs) no extra charges will be made. Write for prices for all other styles. Specify separate tab positions by style, exposure, cut (1/5, 1/3) and position from the left (-1, -2, -3, -4, -5)



Stock No. 3525



Stock No. XP3525



Stock No. 35M25



Stock No. AC3525

# 3x5 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set		loxes er set	Wgt. per set
25 DIVISIO	ON						
3525	Buff, Blue, Salmon	Oxford Bristol	Self	\$ .51	\$ .47	1	1/4
X3525	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	.84			1/2
C3525	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	1.50	1.34	1	1/3
2535	Buff, Blue, Salmon	Broadway Bristol	Self	.29	.27	4 Sets	1/4
X2535	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	.76	.70	1 /	1/3
P3525	Blue	Oxford Pressboard	Self	.67	.62	1	1/2
XP3525	Blue	Oxford Pressboard	Self, Oxceloid®	1.10	.99	1	1/2
A3525	Blue	Oxford Pressboard	Self, Celluloided	1.70	1.51	1	1/2
AC3525	Black	Fiberboard	Ang. Cell., Insertable	3.39			3/4
35M25	Blue	Oxford Pressboard	Steel, Insertable	3.34	3.14	1	3/4
40 DIVISIO	ON						
3540	Buff	Oxford Bristol	Self	1.20	1.05	1	1/2
C3540	Buff	Oxford Bristol	Self, Celluloided	2.90			1/2
P3540	Blue	Oxford Pressboard	Self	1.50	1.35	1	3/4
XP3540	Blue	Oxford Pressboard	Self, Oxceloid®	2.15	1.99	1	3/4
AC3540	Black	Fiberboard	Ang. Cell., Insertable	6.00	5.36	2	1
35M40	Blue	Oxford Pressboard	Steel, Insertable	6.30	5.71	1	11/4
80 DIVISION	ON					40	
3580	Buff	Oxford Bristol	Self	2.40	2.15	i 🚶	3/4
C3580	Buff	Oxford Bristol	Self, Celluloided	5.75	5.17		1
P3580	Blue	Oxford Pressboard	Self	2.90			11/2
XP3580	Blue	Oxford Pressboard	Self, Oxceloid®	4.25			13/4
AC3580	Black	Fiberboard	Ang. Cell., Insertable	11.80			13/4
35M80	Blue	Oxford Pressboard	Steel, Insertable	12.25	11.25		21/4

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
120 DIVISIO	ON						
35120	Buff	Oxford Bristol	Self	\$ 4.35	\$ 3.92	1	11/4
C35120	Buff	Oxford Bristol	Self, Celluloided	9.20	8.41	1	11/2
P35120	Blue	Oxford Pressboard	Self	5.05	4.57	1	21/4
XP35120	Blue	Oxford Pressboard	Self, Oxceloid®	7.15	6.52	1	21/2
AC35120	Black	Fiberboard	Ang. Cell., Insertable	18.65	16.95	11	21/2
35M120	Blue	Oxford Pressboard	Steel, Insertable	19.25	17.50	1	31/2
160 DIVISIO	and State of the second					1	
35160	Buff	Oxford Bristol	Self	5.85	-	11	11/2
C35160 P35160	Buff Blue	Oxford Bristol Oxford Pressboard	Self, Celluloided Self	11.80	· 基一 编	1	2
XP35160	Blue	Oxford Pressboard	Self, Oxceloid®	<b>6.50</b> 9.85	墨一条	1	3
AC35160	Black	Fiberboard	Ang. Cell., Insertable	23.65		1 1	3½ 3½
35M160	Blue	Oxford Pressboard	Steel, Insertable	24.40		1	41/2
240 DIVISION	Charles Americans			4	This mis should be still	Charles David	7/2
35240	Buff	Oxford Bristol	Self	10.05		1123	217
C35240	Buff	Oxford Bristol	Self, Celluloided	10.95 19.85	3 T %	1	21/4
P35240	Blue	Oxford Pressboard	Self	11.70		1	41/2
XP35240	Blue	Oxford Pressboard	Self, Oxceloid®	16.75	2 / _ 2	1	5
AC35240	Black ®	Fiberboard	Ang. Cell., Insertable	39.75		1 8	5
35M240	Blue	Oxford Pressboard	Steel, Insertable	38.65	-	1	63/4
320 DIVISI	ON						
35320	Buff	Oxford Bristol	Self	14.85	THE M	1	3
C35320	Buff	Oxford Bristol	Self, Celluloided	25.30	4.5- W	1	4
P35320	Blue	Oxford Pressboard	Self	15.00	學 _ 章	1 1	6
XP35320	Blue	Oxford Pressboard	Self, Oxceloid®	21.65		1	63/4
AC35320	Black	Fiberboard	Ang. Cell., Insertable	50.65	-	2	63/4
35M320	Blue	Oxford Pressboard	Steel, Insertable	49.45	Ara-	2	9
480 DIVISI	Control of the second second				Majoritani,		
35480	Buff	Oxford Bristol	Self	22.35		2	41/2
C35480	Buff	Oxford Bristol	Self, Celluloided	37.95	- 🔻	1	6
P35480	Blue	Oxford Pressboard	Self Overlaid®	22.50		1	83/4
XP35480 AC35480	Blue Black	Oxford Pressboard Fiberboard	Self, Oxceloid® Ang. Cell., Insertable	32.45 75.90		2	9 <sup>3</sup> / <sub>4</sub>
35M480	Blue	Oxford Pressboard	Steel, Insertable	74.10		2	13½
720 DIVISI							Table State
35720	Buff	Oxford Bristol	Self	33.35		2	63/4
C35720	Buff	Oxford Bristol	Self, Celluloided	55.95		3 2	8
P35720	Blue	Oxford Pressboard	Self	33.75		2	13
XP35720	Blue	Oxford Pressboard	Self, Oxceloid®	48.60		2	15
AC35720	Black	Fiberboard	Ang. Cell., Insertable	113.80	<b>X</b> -	3	15
35M720	Blue	Oxford Pressboard	Steel, Insertable	111.20	A Physican and an	3	20
1000 DIVIS	SION						
351000	Buff	Oxford Bristol	Self	46.35	1920	4	91/4
C351000	Buff	Oxford Bristol	Self, Celluloided	79.05		2	12
P351000	Blue	Oxford Pressboard	Self	46.80	建一节	2	18
XP351000	Blue	Oxford Pressboard	Self, Oxceloid®	67.50	\$ - \$	3	20
AC351000	Black	Fiberboard	Ang. Cell., Insertable	158.00	* - ¥	4	20
35M1000	Blue	Oxford Pressboard	Steel, Insertable	154.40		4	26

4x6 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set		s Wgt. et perset
25 DIVISIO	N	ng gant tha gant abhili ka a mara ing ing taon ann antang an	na prime jego projektorok inviska pilonosia, papa-			
4625	Buff, Blue, Salmon	Oxford Bristol	Self	\$ .76	\$ .70 1	1/2
X4625	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	1.35		1/2
C4625	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	1.95		1/2
2546	Buff, Blue, Salmon	Broadway Bristol	Self	.42	TOE.	
X2546	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	1.20		1/2
P4625	Blue	Oxford Pressboard	Self	.89		3/4
XP4625	Blue	Oxford Pressboard	Self, Oxceloid®	1.45		1
A4625 AC4625	Blue Black	Oxford Pressboard Fiberboard	Self, Celluloided Ang. Cell., Insertable	2.20 4.08		1
46M25	Blue	Oxford Pressboard	Steel, Insertable	3.59		$1\frac{1}{1}$
40 DIVISIO	Silver and the second s	Oxidia Hessidaia	Steel, ilisertable	3.33	3.40	
4640	Buff	Oxford Bristol	Self	1.50	1.39 1	3/
C4640	Buff	Oxford Bristol	Self, Celluloided	3.55		3/4
P4640	Blue	Oxford Pressboard	Self	1.80		11/2
XP4640	Blue	Oxford Pressboard	Self, Oxceloid®	2.70		11/2
AC4640	Black	Fiberboard	Ang. Cell., Insertable	6.90	- SOC:	13/
46M40	Blue	Oxford Pressboard	Steel, Insertable	6.55	5.89 1	2
80 DIVISIO	ON A SA			Marine .	The Bush	
4680	Buff	Oxford Bristol	Self	3.05	2.77 1	11/
C4680	Buff	Oxford Bristol	Self, Celluloided	7.20	6.52 1	11/2
P4680	Blue	Oxford Pressboard	Self	3.70	3.34 1	21/
XP4680	Blue	Oxford Pressboard	Self, Oxceloid®	5.35		21/2
AC4680	Black	Fiberboard	Ang. Cell., Insertable			23/
46M80	Blue	Oxford Pressboard	Steel, Insertable	13.0	11.80 1	4
120 DIVISI				Section 2		34.3
46120	Buff	Oxford Bristol	Self	5.25		13/
C46120	Buff	Oxford Bristol	Self, Celluloided	11.35		21/
P46120	Blue	Oxford Pressboard	Self Overlaid®	6.30		31/
XP46120 AC46120	Blue Black	Oxford Pressboard	Self, Oxceloid® Ang. Cell., Insertable	8.85 21.25		3 <sup>3</sup> /
46M120	Blue	Fiberboard Oxford Pressboard	Steel, Insertable	20.40		5 <sup>3</sup> /
160 DIVISI	Description of the second			State Company		
46160	Buff	Oxford Bristol	Self	7.0!	5 - 1	21/
C46160	Buff	Oxford Bristol	Self, Celluloided	14.6		3
P46160	Blue	Oxford Pressboard	Self	7.90		41/
XP46160	Blue	Oxford Pressboard	Self, Oxceloid®	11.45	5 - 1	5
AC46160	Black	Fiberboard	Ang. Cell., Insertable			51/
46M160	Blue	Oxford Pressboard	Steel, Insertable	25.95	$\frac{1}{2}$	71/
240 DIVISI	ON MANAGEMENT OF THE PROPERTY	the state of the				4
46240	Buff	Oxford Bristol	Self	12.80		31/
C46240	Buff	Oxford Bristol	Self, Celluloided	23.90		41/
P46240	Blue	Oxford Pressboard	Self	14.10		6 <sup>3</sup> /
XP46240	Blue	Oxford Pressboard	Self, Oxceloid®	19.50		71/
AC46240	Black	Fiberboard	Ang. Cell., Insertable	44.90	0 = 1	81/

Stock No.	Color	Material	Tab Style		ets up r set	Boxes per set	Wgt. per set
320 DIVISIO	N	And mind passes	and the second s				
46320 C46320 P46320 XP46320 AC46320 46M320	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	\$ 17.50 <b>30.50</b> <b>18.10</b> 25.20 57.35 52.60		1 1 1 1 2 2	4 <sup>3</sup> / <sub>4</sub> 5 <sup>3</sup> / <sub>4</sub> 9 <sup>1</sup> / <sub>2</sub> 10 10 <sup>3</sup> / <sub>4</sub> 12 <sup>1</sup> / <sub>2</sub>
480 DIVISIO	N. Assay	Anna San Anna Anna Anna Anna Anna Anna A		And the	NA.		
46480 C46480 P46480 XP46480 AC46480 46M480 720 DIVISIO 46720 C46720 P46720	Buff Buff Blue	Oxford Bristol Oxford Pressboard Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard Oxford Bristol Oxford Bristol Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable  Self Self, Celluloided Self	26.20 45.85 27.10 37.70 85.90 78.75 38.50 68.75 40.70		2 1 1 2 2 2 2 2	7 9 13 15 16 18½ 10½ 13 21
XP46720 AC46720 46M720	Blue Black Blue	Oxford Pressboard Fiberboard Oxford Pressboard	Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	56.60 128.90 118.20		2 3 3	23 24 26
1000 DIVIS	ION						1 3 m
461000 C461000 P461000 XP461000 AC461000 46M1000	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	54.60 <b>95.40</b> <b>56.55</b> 77.20 179.00 164.15		4 2 2 3 4 4	14 <sup>1</sup> / <sub>4</sub> 18 28 31 33 42



Stock No. 4640



Stock No. 46M25

# WHAT SIZE A-Z SUBDIVISION?

Divide the total number of cards by the number of cards per guide desired (see below) to indicate the proper subdivision A-Z. (Example: 19000 cards divided by 40 cards per guide equals 475. Choose 480 div. A-Z)

40 cards for every guide will provide adequate indexing for most card files. For exceptional activity, use 30 cards per guide. Where reference is only occasional, 50-60 cards between every guide is satisfactory



Stock No. XP4625



Stock No. C5840



Stock No. 58M25

5x8 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

			in green cen windows				
Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set		Wgt. per set
25 DIVISI	ON						
5825	Buff, Blue, Salmon	Oxford Bristol	Self	\$ 1.05	\$ .94	1	1/2
X5825	Buff, Blue, Salmon	Oxford Bristol	Self, Oxceloid®	1.85	1.70	1	3/4
C5825	Buff, Blue, Salmon	Oxford Bristol	Self, Celluloided	2.50	2.27		3/4
2558	Buff, Blue, Salmon	Broadway Bristol	Self	.64	.60	4 Sets /box	
X2558	Buff, Blue, Salmon	Broadway Bristol	Self, Oxceloid®	1.45	1.33	1	3/4
P5825	Blue	Oxford Pressboard	Self	1.35	1.25	1	11/4
XP5825	Blue	Oxford Pressboard	Self, Oxceloid®	2,15	1.94	1	11/2
A5825	Blue	Oxford Pressboard	Self, Celluloided	2.95	2.61	1	11/2
AC5825	Black	Fiberboard	Ang. Cell., Insertable	4.55	4.15	1	11/2
58M25	Blue	Oxford Pressboard	Steel, Insertable	4.00	3.82	1	15%
40 DIVIS	ION					and the	
5840	Buff	Oxford Bristol	Self	2.05	1.82	1	1
C5840	Buff	Oxford Bristol	Self, Celluloided	4.55	4.07	1	11/4
P5840	Blue 3	Oxford Pressboard	Self	2.50	2.32	1	2
XP5840	Blue	Oxford Pressboard	Self, Oxceloid®	3.60	3.29	1	21/4
AC5840	Black Black	Fiberboard	Ang. Cell., Insertable	7.90	7.20	2	21/2
58M40	Blue	Oxford Pressboard	Steel, Insertable	7.30	6.57	1	3
80 DIVIS	ION			1 3.3		-45*	
5880	Buff	Oxford Bristol	Self	4.10	3.70	1\	2
C5880	Buff	Oxford Bristol	Self, Celluloided	9.00	8.11	1	21/2
P5880	Blue	Oxford Pressboard	Self	5.05	4.57	1	4
XP5880	Blue 🦣 🥞	Oxford Pressboard	Self, Oxceloid®	7.30	6.52	1	41/4
AC5880	Black	Fiberboard	Ang. Cell., Insertable	15.95	14.50	3	41/2
58M80	Blue	Oxford Pressboard	Steel, Insertable	14.35	13.05	1	43/4

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
120 DIVISIO	N						
58120 C58120 P58120	Buff Buff Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard	Self, Celluloided Self Self, Oxceloid®	\$ 6.90 14.25 8.20 11.40	\$ 6.19 12.90 7.56 10.45	1 1 1 1	3 3½ 5¾ 6½
XP58120 AC58120 58M120	Blue Black Blue	Fiberboard Oxford Pressboard	Ang. Cell., Insertable Steel, Insertable	24.75 22.45	22.50 20.40	1	6 <sup>3</sup> / <sub>4</sub> 7
160 DIVISIO 58160	Buff	Oxford Bristol	Self	9.10	<b>T</b>	1	4
C58160 P58160 XP58160 AC58160 58M160	Buff Blue Blue Black Blue	Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	18.00 10.50 15.80 34.30 28.50	- - - -	1 1 1 1 1	4 <sup>3</sup> / <sub>4</sub> 7 <sup>3</sup> / <sub>4</sub> 8 <sup>1</sup> / <sub>2</sub> 8 <sup>3</sup> / <sub>4</sub> 9 <sup>1</sup> / <sub>4</sub>
240 DIVISIO			0-16	15.05		1	6
58240 C58240 P58240 XP58240 AC58240 58M240	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	15.85 29.30 17.90 25.85 52.00 44.85		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	6 7 12 13 13
320 DIVISIO	N	A. A. S		The company			1
58320 C58320 P58320 XP58320 AC58320 58M320	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	21.25 37.35 23.00 33.60 66.05 57.30		1 1 1 1 2 2	8 10 16 17 17 19
480 DIVISIO	ON						Mariana
58480 C58480 P58480 XP58480 AC58480 58M480	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	30.85 <b>56.10</b> <b>34.45</b> 50.40 99.00 85.75	- - -	2 1 1 2 2 2 2	12 14 23 26 26 28
720 DIVISIO	ON						
58720 C58720 P58720 XP58720 AC58720 58M720	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	47.10 <b>84.10</b> <b>51.70</b> 75.50 148.50 128.65	- - - -	3 2 2 2 3 3 3	18 21 35 39 39 41
1000 DIVIS			À	4 %	. A		l'and
581000 C581000 P581000 XP581000 AC581000 58M1000	Buff Buff Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	66.70 116.70 71.70 104.75 206.05 178.75	- - - -	4 2 2 3 4 4	24½ 29 48 52 52 56



Stock No. C8525

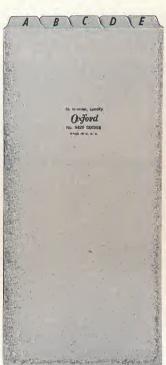


Stock No. 85M25

# 8x5 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISION	ON	and the second s	t part out the second of the s			and the second	and the same
8525 C8525 P8525 85M25	Buff Buff Blue Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard	Self Self, Celluloided Self Steel, Insertable	\$ 1.15 2.70 1.50 4.25	\$ 1.05 2.44 1.33 3.96	1 1 1 1	1/2 3/4 1 <sup>1</sup> / <sub>4</sub> 1 <sup>5</sup> / <sub>8</sub>
40 DIVISI	ON	Windspales					
8540 C8540 P8540 85M40	Buff Buff Blue Blue	Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard	Self Self, Celluloided Self Steel, Insertable	2.05 4.55 2.50 7.30	1.82 4.07 2.32 6.57	1 1 1 1	1 1 <sup>1</sup> / <sub>4</sub> 2 2 <sup>1</sup> / <sub>2</sub>
80 to 320	DIVISION						76043
8580 85M80 85M120 85M160 85M240 85M320	Buff Blue Blue Blue Blue Blue	Oxford Bristol Oxford Pressboard Oxford Pressboard Oxford Pressboard Oxford Pressboard Oxford Pressboard	Self Steel, Insertable Steel, Insertable Steel, Insertable Steel, Insertable Steel, Insertable	4.10 14.35 22.45 28.50 44.85 57.30	3.70 13.05 20.40 —	1 1 1 2 3 3	2 4 <sup>3</sup> / <sub>4</sub> 6 <sup>3</sup> / <sub>4</sub> 9 <sup>1</sup> / <sub>2</sub> 14 19





Stock No. 9425

6x9 SIZE A-Z SETS Insertable tab styles furnished with green cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Boxes per set	Wgt. per set
25 DIVISIO	N	pages and another the section of the	infrared and area of the form		- A - A - A - A - A - A - A - A - A - A	A self-transferred	
6925	Buff	Oxford Bristol	Self	\$ 1.50	\$ 1.41	1	3/4
P6925	Blue	Oxford Pressboard	Self	1.90	1.70	1	11/2
XP6925	Blue	Oxford Pressboard	Self, Oxceloid®	2.75	2.52	藤 1 }	11/2
69M25	Blue	Oxford Pressboard	Steel, Insertable	4.55	4.25	1	2
40 DIVISIO	ON	The second					63 (6)
69M40	Blue	Oxford Pressboard	Steel, Insertable	7.70	6.96	1	3
		I to the second of the second	The state of the s		<b>A</b>	A Second	A

9½ x4½ SIZE A-Z SETS Insertable styles furnished with green cell windows

25 DIVISIO	N						
9425 P9425 94M25	Buff Blue Blue	Oxford Bristol Oxford Pressboard Oxford Pressboard	Self Self Steel, Insertable	1.15 1.60 3.59	1.05 1.41 3.24	1 1 1	1/2 1 <sup>1</sup> / <sub>4</sub> 1 <sup>3</sup> / <sub>4</sub>
40 and 80	DIVISION	The Control of the Co	in the second second				
94M40 94M80	Blue Blue	Oxford Pressboard Oxford Pressboard	Steel, Insertable Steel, Insertable	6.70 14.15	6.09 12.85	1 1	25/8 5

# MONTHLY CARD GUIDES 3x5, 4x6, 5x8, 6x9, 9½x4½ SIZES

Insertable tab styles furnished with blue cell windows

Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per box
Buff, Blue Buff, Blue Buff, Blue Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	\$ .42 .55 .89 .57 .77 1.97 1.85	\$ .35 .49 .82 .47 .69 1.79 1.67	2 2 2 2 2 2 1 1	1/2 1/2 1/2 1/2 1/2 1/2 3/4 3/4
				W		Set.
Buff, Blue Buff, Blue Buff, Blue Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	.45 .69 1.15 .65 .87 2.17 2.05	.42 .64 1.02 .60 .77 1.96 1.87	2 2 2 2 2 1 1	3/4 3/4 3/4 3/4 3/4 3/4
					A. A	1.1
Buff, Blue Buff, Blue Buff, Blue Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	.65 1.05 1.40 .82 1.05 2.58 2.25	.60 .94 1.25 .72 .97 2.35 2.04	2 2 2 2 2 2 1 1	3/4 1 1 1 <sup>1</sup> / <sub>4</sub> 1 <sup>1</sup> / <sub>4</sub> 1
Blue	Oxford Pressboard	Steel, Insertable	2.35	2.10	1	1
ZE Blue	Oxford Pressboard	Steel, Insertable	2.15	1.94	1	1
	Buff, Blue Buff, Blue Blue Blue Blue Black Blue Buff, Blue Buff, Blue Buff, Blue Blue Blue Blue Blue Blue Blue Blue	Buff, Blue Buff, Blue Buff, Blue Buff, Blue Blue Blue Blue Blue Blue Blue Blue	Buff, Blue Oxford Bristol Oxford Bristol Blue Oxford Pressboard Blue Oxford Bristol Oxford Pressboard Blue Oxford Pressboard Blue Oxford Pressboard Steel, Insertable Steel, Insertable Oxford Pressboard Blue Oxford Bristol Oxford Bristol Oxford Bristol Blue Oxford Bristol Self, Oxceloid® Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable Steel, Insertable Steel, Insertable Steel, Celluloided Self, Oxceloid® Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable Steel, Insertable Steel, Insertable Steel, Insertable Steel, Insertable Steel, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	Buff, Blue Oxford Bristol Self, Oxceloid® .55 Buff, Blue Oxford Bristol Self, Oxceloid® .55 Buff, Blue Oxford Pressboard Self, Oxceloid® .57 Blue Oxford Pressboard Self, Oxceloid® .77 Black Fiberboard Ang. Cell., Insertable 1.97 Blue Oxford Bristol Self, Oxceloid® .69 Buff, Blue Oxford Bristol Self, Celluloided .1.15 Blue Oxford Pressboard Self .65 Blue Oxford Pressboard Self, Oxceloid® .87 Black Fiberboard Self, Oxceloid® .87 Black Fiberboard Self, Oxceloid® .87 Blue Oxford Pressboard Steel, Insertable 2.17 Blue Oxford Bristol Self, Oxceloid® .1.05 Buff, Blue Oxford Bristol Self, Oxceloid® .1.05 Buff, Blue Oxford Bristol Self, Celluloided .1.40 Blue Oxford Pressboard Self .82 Blue Oxford Pressboard Self, Oxceloid® .1.05 Black Fiberboard .82 Blue Oxford Pressboard Self, Oxceloid® .2.58 Blue Oxford Pressboard Self, Oxceloid® .2.58 Blue Oxford Pressboard Steel, Insertable .2.58 Blue Oxford Pressboard Steel, Insertable .2.25	Buff, Blue Oxford Bristol Self, Oxceloid® .55 .49 Buff, Blue Oxford Pressboard Self, Oxceloid® .57 .47 Blue Oxford Pressboard Self, Oxceloid® .77 .69 Black Fiberboard Ang. Cell., Insertable 1.97 1.79 Blue Oxford Bristol Self, Oxceloid® .69 .64 Buff, Blue Oxford Bristol Self, Oxceloid® .69 .64 Buff, Blue Oxford Bristol Self, Oxceloid® .69 .64 Buff, Blue Oxford Bristol Self, Oxceloid® .65 .60 Buff, Blue Oxford Pressboard Self .65 .60 Blue Oxford Pressboard Self, Oxceloid® .87 .77 Black Fiberboard Self, Oxceloid® .87 .77 Black Fiberboard Self, Oxceloid® .87 .77 Black Fiberboard Self, Oxceloid® .87 .77 Blue Oxford Pressboard Self, Oxceloid® .87 .77 Black Fiberboard Steel, Insertable 2.17 1.96 Blue Oxford Bristol Self, Oxceloid® .87 .77 Blue Oxford Pressboard Steel, Insertable 2.17 1.96 Buff, Blue Oxford Bristol Self, Oxceloid® .87 .77 Blue Oxford Pressboard Self .65 .60 Buff, Blue Oxford Bristol Self, Oxceloid® .87 .77 Blue Oxford Pressboard Self .65 .60 Buff, Blue Oxford Bristol Self, Oxceloid® .87 .72 Blue Oxford Pressboard Self .82 .72 Blue Oxford Pressboard Self .82 .72 Blue Oxford Pressboard Self .82 .72 Blue Oxford Pressboard Self, Oxceloid® .82 .72 Blue Oxford Pressboard Self, Insertable 2.58 2.35 Blue Oxford Pressboard Steel, Insertable 2.58 2.35 Blue Oxford Pressboard Steel, Insertable 2.25 2.04	Buff, Blue Oxford Bristol Self, Oxceloid® .55 .49 .2 Buff, Blue Oxford Pressboard Self, Oxceloid® .77 .69 .2 Buff, Blue Oxford Bristol Self, Oxceloid® .77 .69 .2 Blue Oxford Pressboard Steel, Insertable .97 .1.79 .1 .79 .1 Blue Oxford Bristol Self, Oxceloid® .69 .64 .2 Buff, Blue Oxford Bristol Self, Oxceloid® .69 .64 .2 Buff, Blue Oxford Bristol Self, Oxceloid® .69 .64 .2 Buff, Blue Oxford Bristol Self, Oxceloid® .69 .64 .2 Blue Oxford Pressboard Self .65 .60 .2 Blue Oxford Pressboard Self .87 .77 .2 Blue Oxford Pressboard Self, Oxceloid® .87 .77 .2 Blue Oxford Bristol Self, Oxceloid® .205 .1.87 .1 .25 .2 Blue Oxford Bristol Self, Oxceloid® .205 .205 .1.87 .1 .25 .2 Blue Oxford Pressboard Self .2.25

250000000				
3507	Buff	Oxford Bristol	Self	.45 .42 1 1/8
N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				



Stock No. 35M12



Stock No. C3512



Stock No. 3507

# DAILY 1-31 CARD GUIDE SETS 3x5, 4x6, 5x8, 6x9, 91/2x41/2 SIZES

Insertable tab styles furnished with yellow cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per box
3x5 SIZE							- Carrier State
3531 X3531 C3531 P3531 XP3531 AC3531 35M31	Buff, Salmon Buff, Salmon Buff, Salmon Blue Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	\$ .60 1.10 1.90 .82 1.50 4.95 4.60	\$ .57 1.00 1.70 .72 1.39 4.46 4.19	1 1 1 1 1 1	1/2 3/4 1 3/4 1 1
4x6 SIZE	E. A. A.				1		20.74
4631 X4631 C4631 P4631 XP4631 AC4631 46M31	Buff, Salmon Buff, Salmon Buff, Salmon Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel, Insertable	.82 1.50 2.42 1.05 1.70 5.70 4.90	.77 1.34 2.22 .99 1.55 5.15 4.47	1 1 1 1 1 1	3/4 1 1 1 1 <sup>1</sup> / <sub>4</sub> 1 <sup>1</sup> / <sub>2</sub> 1 <sup>1</sup> / <sub>4</sub>
5x8 SIZE	A standard translation of the					graph.	
5831 X5831 C5831 P5831 XP5831 AC5831 58M31	Buff, Salmon Buff, Salmon Buff, Salmon Blue Blue Black Blue	Oxford Bristol Oxford Bristol Oxford Bristol Oxford Pressboard Oxford Pressboard Fiberboard Oxford Pressboard	Self Self, Oxceloid® Self, Celluloided Self Self, Oxceloid® Ang. Cell., Insertable Steel; Insertable	1.22 2.15 3.10 1.70 2.25 6.55 5.40	1.10 1.94 2.80 1.45 2.07 5.96 4.90	1 1 1 1 1 1	1 1 1 <sup>1</sup> / <sub>4</sub> 1 <sup>1</sup> / <sub>2</sub> 1 <sup>3</sup> / <sub>4</sub> 2 1 <sup>3</sup> / <sub>4</sub>
6x9 SIZE				1	F 10	T Za I	21/
69M31	Blue	Oxford Pressboard	Steel, Insertable	5.75	5.19	1	21/4
9½x4½ S 94M31	IZE Blue	Oxford Pressboard	Steel, Insertable	5.35	4.85	ĺ	2
RECIPE IN	DEX, 3x5 SIZE	23 HEADINGS					
3523	Buff	Oxford Bristol	Self	.39	.34	1	1/4







Stock No. 3523

Stock No. P3531

Stock No. C3531



Stock No. 35M50



Stock No. AC3550

## STATE CARD GUIDE SETS 3x5, 4x6, 5x8 SIZES

Insertable tab styles furnished with red cell windows

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per set
3x5 SIZE	Andrew Commence	en delitik i in i	Same gently the problems on the	ara jirina jiri	ophora in the second		Salar San A
3550	Buff	Oxford Bristol	Self Self	\$ 1.60	\$ 1.47	1	1/2
C3550	Buff	Oxford Bristol	Self, Celluloided	3.70	3.34	1	3/4
P3550	Blue	Oxford Pressboard	Self	1.80	1.64	1	1
AC3550	Black	Fiberboard	Ang. Cell., Insertable	8.30	7.55	1	11/4
35M50	Blue	Oxford Pressboard	Steel, Insertable	7.75	7.01	1	11/4
4x6 SIZE	Take 1	M. A. Marian Maria		1.38 1.3	A marine		
4650	Buff &	Oxford Bristol	Self	1.95	1.75	1	7/8
C4650	📝 Buff 🐁	Oxford Bristol	Self, Celluloided	4.60	4.15	1	1
P4650	Blue	Oxford Pressboard	Self	2.40	2.14	1	11/2
AC4650	Black	Fiberboard	Ang. Cell., Insertable	9.50	8.63	11	2
46M50	Blue	Oxford Pressboard	Steel, Insertable	8.45	7.67	1	13/4
5x8 SIZE		165 3303 116	The surrence was the second surrence of the second			4 0	4.4 %
5850	Buff	Oxford Bristol	Self	2.60	2.37	. 1	11/2
C5850	Buff	Oxford Bristol	Self, Celluloided	5.75	5.17	1	1
P5850	Blue 🐇	Oxford Pressboard	Self	3.30	2.94	1	21/2
AC5850	Black	Fiberboard	Ang. Cell., Insertable	11.00	10.00	1	23/4
58M50	Blue	Oxford Pressboard	Steel, Insertable	9.35	8.44	1	21/2

# NO EYELET PROJECTIONS ON CARD GUIDES

Some card file drawers have a channel in the bottom. A rod traverses the length of the channel (much like the rods in letter or legal file cabinet drawers). Orders for card guides, with eyelet projections, based on this drawer construction are in error. The only purpose of the rod is to lock the follower block in position.



Stock No. C3550







Stock No. TH46G

# TOWN OR COUNTY GUIDES 3x5, 4x6, 5x8 SIZES

Card guide sets indexed towns or counties can be furnished for any population group or State of the Union.

Specify population group, or state for which they are desired. Multiple character tab titles require that all guides be furnished with third cut tabs (5x8) or half cut tabs (3x5, 4x6). Center tab position only will be supplied unless specified otherwise.

Stock No.	Color	Material	Tab Style	100-499 per C	500 up per M	Sets per box	Wgt. per M
3x5 SIZE							
35G C35G P35G TH35G	Buff Buff Blue Black	Oxford Bristol Oxford Bristol Oxford Pressboard Fiberboard	Self Self, Celluloided Self Thindex®, Insertable	\$ 9.70 14.50 12.20 22.45	\$ 87.35 130.85 110.25 202.55		9 13 12 20
4x6 SIZE	1	的"林" 1xx 1xx 1xx 1xx 1xx 1xx 1xx 1xx 1xx 1x		The Control	47,098,64	1.95-13	
46G C46G P46G TH46G	Buff Buff Blue Black	Oxford Bristol Oxford Bristol Oxford Pressboard Fiberboard	Self Self, Celluloided Self Thindex®, Insertable	10.45 16.45 13.25 24.60	94.95 148.85 120.20 219.70		14 18 24 40
5x8 SIZE		The Resemble of	Action of the same	$A \mapsto 0$		2.3	3.00
58G C58G P58G TH58G	Buff Buff Blue Black	Oxford Bristol Oxford Bristol Oxford Pressboard Fiberboard	Self, Celluloided Self Thindex®, Insertable	11.95 19.00 15.35 26.05	107.70 171.75 138.00 236.00		24 28 41 60



Stock No. C58G

# TABULATING SIZE



Stock No. TH373



Stock No. AC375



Stock No. 7303



Stock No. 34703



Stock No. 3705



Stock No. 10727



Stock No. XP3725



Stock No. TH3725

For illustrations and a complete listing of all Oxford Vinyl Guides, see pages D33-D40 of this catalog.

# TABULATING SIZE, BLANK TABS Insertable tab styles furnished with blank inserts

Stock No.	Color	Material	Tab Style	Box lots per C	500 up per M	Per box	Wgt. per <b>M</b>	
31/4"x73%" HORIZONTAL STYLE								
Third Cut						18		
14373	Blue	Oxford Vinyl	Vinyl, Insertable	\$15.65	\$133.45	100	20	
TH373	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40	
AC373	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40	
Fifth Cut								
3705	Buff	Oxford Bristol	Self	2.30	20.00	100	14	
P3705	Gray	Broadway Pressboard	Self	3.20	27.50	100	24	
14375	Blue	Oxford Vinyl	Vinyl, Insertable	15.65	133.45	100	20	
TH375	Black	Fiberboard	Thindex®, Insertable	14.65	121.30	100	40	
AC375	Black	Fiberboard	Ang. Cell., Insertable	14.65	121.30	25	40	
73/8"x31/4"	VERTICAL S	TYLE	A Company of the Comp		No.			
7303	Buff	Oxford Bristol	Self	2.30	20.00	100	14	
P7303	Gray	Broadway Pressboard	Self	3.20	27.50	100	24	
8"x31/4" VERTICAL STYLE All tabs are 3/4" exposure, insertable one side.								
34723	Specify	Oxford Vinyl	11/4" Vinyl, Insertable	8.00	68.00	100	20	
34727	Specify	Oxford Vinyl	2%" Vinyl, Insertable	8.00	68.80	100	20	
34703	Specify	Oxford Vinyl	31/4" Vinyl, Insertable	8.30	66.95	100	20	
8½"x3¼" VERTICAL STYLE All tabs are 1" exposure, insertable one side.								
10727	Specify	Oxford Vinyl	21/8" Vinyl, Insertable	9.40	75.35	100	20	
10703	Specify	Oxford Vinyl	31/4" Vinyl, Insertable	9.15	71.40	100	20	

# TABULATING SIZE, A-Z SETS 25 DIVISION

Stock No.	Color	Material	Tab Style	1-11 sets per set	12 sets up per set	Sets per box	Wgt. per set
31/4"x73/8"	3½"x7%" HORIZONTAL STYLE FIFTH CUT						
3725	Buff	Oxford Bristol	Self	\$ .85	\$ .75	Vis. 1	1/2
X3725	Buff	Oxford Bristol	Self, Oxceloid®	1.50	1.35	14	1/2
P3725	Gray	Broadway Pressboard	Self	1.19	1.10	1	3/4
XP3725	Gray	Broadway Pressboard	Self, Oxceloid®	1.85	1.70	1	1
13725	Tan	Oxford Vinyl	Self	1.95	1.85	1	3/4
TH3725	Black	Fiberboard	Thindex,® Insertable	4.08	3.70	1	1
AC3725	Black	Fiberboard	Ang. Cell., Insertable	4.08	3.70	1 1	1
143725	Blue	Oxford Vinyl	Self	4.40	4.00	1 1	3/4



Stock Nos. 49-4, AC4904



Stock Nos. FF4903E, FF4903

# CHECK GUIDES

## BLANK TABS 4x9 SIZE

Insertable styles furnished with blank inserts. Steel tab guides also furnished with clear cell windows.

Stock No.	Color	Material	Tab Style	100-499 Per C	500 up Per M	Per Box	Wgt. Per M	
THIRD CUT								
4903	Buff	Oxford Bristol	Self	\$ 4.05	\$ 33.10	100	24	
FOURTH CUT—(Angular cell tabs are 1/4" exposure for one line headings.)								
AC4904 49-4	Black Blue	Fiberboard Oxford Pressboard	Ang. Cell., Insertable Steel, Insertable	16.70 13.60	140.00 113.00	25 100	59 55	
FIFTH CUT								
4905 P4905	Buff Blue	Oxford Bristol Oxford Pressboard	Self Self	4.05 4.80	33.10 39.75	100 50	24 46	

# **CHECK GUIDES**

# BLANK TAB 3½ x8¾ SIZE

1/2 cut flat insertable cell tabs (F.I.C.) are  $1" \times 3\frac{1}{2}"$  for six line headings, insertable one side only. Overall height of guide including tab is 4". Slotted eyelet projection ("E" style) is plastic reinforced. Blank inserts supplied in strips of 10 for machine addressing.

	The property of the State of State of	Accompany Charles as "	SPECIAL SPECIA	STAN SECTION	SCHOOL DES
FF4903 Black Fiberboard	F.I.C.	\$15.40	\$128.00	100	59
FF4903E Black Fiberboard	F.I.C.	21.45	178.65	100	59
For tabs insertable two sides add:		1.17	9.40	Property of	and the state of t

# Oxford FLEXINDEX®



# A Flexible Expanding Card Indexing System

Your card files can be easily, perfectly indexed with Oxford's FLEXINDEX®

### Tailored to fit

Flexindex evenly subdivides any alphabetic card file with indexing that matches **your** list of names. Regular A-Z stock card guide sets can only match the average conditions of **all** lists and no two lists are alike.

### Easy to Install

Anyone can apply Flexindex to a card file of any size and maintain it in ideal filing condition as the list grows and as it changes in character.

### Easy to Use

So many indexing systems require tiring visual and mental concentration to follow complicated tabbing arrangements and multi-hued color schemes. Any one with elementary A-Z knowledge requires no training to operate FLEXINDEX without error or delay.

### Expandable

If your list is growing, Flexindex keeps apace with your indexing requirements. A surplus of printed headings is supplied with your original set. Additional headings and guides are available. No need

to duplicate the headings or guides already purchased when ordering for expansion. Flexindex headings are based on large master lists from which selections are carefully made for smaller sets.

### **Uniform Indexing Now, and Later**

The same orderly tab arrangement originally purchased is maintained as Flexindex is expanded to match your growing list. The random sequence of tab position so often resulting when regular stock card guide sets are enlarged is avoided. Flexindex assigns a definite tab location to alphabetic, common surname, first given name, and middle initial headings.

A leaflet detailing the contents of Flexindex sets is available on request.

# FLEXINDEX® SETS

### How to order

Count the number of cards to be indexed. The simple way is to count the number of cards in one inch, then multiply by the number of inches of cards. Order the Flexindex set shown below. (Based on 40 cards per guide.)

### What you get

You will receive the same number of guides as the subdivision chosen (1000 division — 1000 guides) plus END guides, one for each surname guide. A large percentage (half or more) of the alphabetic and surname guides will be pre-inserted, ready for installation. In addition you will find a large number of printed label inserts from which to choose to fit your list best.

### FOR 4x6 AND TABULATING CARDS

4x6 Stock No.	Tabulating Stock No.	Approximate No. of cards	Price Per Set	Wgt. Per Set
FLX46100	FLX37100	4,000	\$ 23.11	5
FLX46200	FLX37200	8,000	40.70	9
FLX46250	FLX37250	10,000	49.70	11
FLX46300	FLX37300	12,000	64.15	13
FLX46400	FLX37400	16,000	80.15	17
FLX46500	FLX37500	20,000	100.00	21
FLX46750	FLX37750	30,000	145.35	31
FLX461000	FLX371000	40,000	182.35	41
FLX461500	FLX371500	60,000	356.75	61
FLX462000	FLX372000	80,000	421.65	81
FLX462500	FLX372500	100,000	493.00	102
FLX463000	FLX373000	120,000	559.00	122
FLX464000	FLX374000	160,000	763.00	162
FLX465000	FLX375000	200,000	1,082.00	202
FLX467500	FLX377500	300,000	1,448.00	302
FLX4610000	FLX3710000	400,000	1,834.00	402

### FLEXINDEX SETS FOR 3x5 CARDS

3x5 Stock No.	Approximate No. of Cards	Price Per Set	Wgt. Per Set
FLX35100	4,000	\$ 21.25	3
FLX35200	8,000	36.75	5
FLX35250	10,000	44.75	6
FLX35300	12,000	58.25	7 .
FLX35400	16,000	72.00	9
FLX35500	20,000	89.75	11
FLX35750	30,000	135.90	16
FLX351000	40,000	162.00	21
FLX351500	60,000	325.60	31
FLX352000	80,000	379.90	41
FLX352500	100,000	440.00	52
FLX353000	120,000	495.00	62
FLX354000	160,000	678.00	82
FLX355000	200,000	974.00	102
FLX357500	300,000	1,284.00	152
FLX3510000	400,000	1,613.00	202

### FLEXINDEX SETS FOR 5x8 CARDS

5x8 Stock No.	Approximate No. of Cards	Price Per Set	Wgt. Per Set
FLX58100	4,000	\$ 24.98	7
FLX58200	8,000	44.85	13
FLX58250	10,000	54.95	16
FLX58300	12,000	70.45	19
FLX58400	16,000	88.70	25
FLX58500	20,000	111.00	31
FLX58750	30,000	168.10	46
FLX581000	40,000	204.00	61
FLX581500	60,000	390.25	91
FLX582000	80,000	466.65	121
FLX582500	100,000	487.00	152
FLX583000	120,000	628.00	182
FLX584000	160,000	856.00	242
FLX585000	200,000	1,200.00	302
FLX587500	300,000	1,560.00	452
FLX5810000	400,000	2,079.00	602

### Example:

125,000 cards at 50 cards per guide, choose 2500 division.

124,000 cards at 30 cards per guide, choose 4000 division.

Flexindex is a registered trademark of the Oxford Filing Supply Co., Inc.

<sup>\*</sup>Based on 40 cards per guide. For finer indexing, divide number of cards by number of cards per guide desired, then select nearest subdivision. Use 30 cards per guide for active, growing files, to take care of future expansion. Use 50 cards per guide maximum for static files, lowest activity.

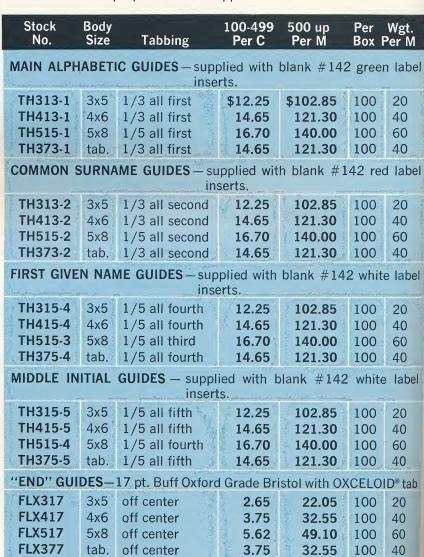
# COMPONENT PARTS

For expanding your FLEXINDEX system.

### **GUIDES**

Oxford THINDEX® guides are used in FLEXINDEX® systems. Made of 25 pt. Oxford Black Fiberboard, these guides offer a superior flat insertable cell tab design without an extended, space wasting skirt.

Supporting self tabs are 3/8" high, insertable tabs 1/4" exposure. Blank label inserts of the proper color are supplied.



"END" guide tabs are printed both sides to signal the end of Common Surname groups (red tab title) or the end of First Given Name groups (green tab title) with the guide reversed.



Stock No. TH313-1



Stock No. TH313-2



Stock No. TH315-4



Stock No. TH315-5



Stock No. FLX317

# COMPONENT PARTS

For expanding your FLEXINDEX system.

### LABEL INSERT SETS

All FLEXINDEX label inserts are printed in a bold 14 pt. easy-to-read type, and furnished in strips of 10, marked for trimming to tab width. Main Alphabetic and Common Surname insert sets are packaged in envelopes.

Stock No.	No. of W Inserts	Vhen Added Makes	Div.	Color	Per Set
MAIN ALPHAI	BETIC HEA	DINGS		American Constitution (Constitution Constitution Constitu	
FL250	250	250	A-Z	Green	\$ 8.30
FL500X	250	500	A-Z	Green	8.30
FL1000X	500	1000	A-Z	Green	16.55
FL2500X	1500	2500	A-Z	Green	49.50
FL6000X	3500	6000	A-Z	Green	115.85
COMMON SU	RNAME HE	ADINGS		CONTRACTOR	
FLS100	100	100	Names	Red	3.30
FLS300X	200	300	Names	Red	6.60
FLS1000X	700	1000	Names	Red	23.10
FLS2500X	1500	2500	Names	Red	49.50
BUSINESS NA		ay be orde rnames.)			addition to
FLB440	440	440	Names	Red	14.52
FIRST GIVEN	MALE NAM	<b>MES</b> —(50 a	ssorted of	15 names.)	
FLG50	50	50	Names	White	1.39
MIDDLE INITIALS — (Single letters, 10 of the same single letter per strip. Letters available: B C D E F G H I J K L M N P R S T W)					
FLG18	10	10	Initials	White	.34

# BLANK INSERTS AND INSERTING CHARGES

For use in FLEXINDEX systems where extra headings are required, and in all THINDEX, Vinyl and Angular Cell tabbed card guides. Strips of 10, minimum order 100. Typewriter spaced and marked for trimming to tab length.

Stock No.	Color	Use For	100-499 Per C	500 up Per M
142	Green	A-Z Headings	\$ .33	\$ 1.45
142	Red	Common Surnames	.33	1.45
142	White	Given Names, Initials	.33	1.45
Installin	g #142 ir	serts in guide tabs	3.35	33.50

SEE PAGES D36, D37 and D38 for Oxford FLEXINDEX® in Vinyl.



Stock No. FL250

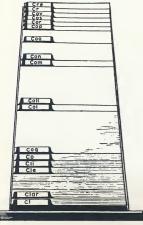


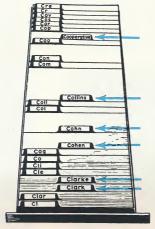
Stock No. FLS300X

XFOR	D FLEXINDEX HEADINGS
BEFORE	USING, DRAW LINE TO CUT INSERTS WIDTH, DO NOT CUT INTO THIS STUD
HERE FOR	e axe Coldies !
HERE FOR	TANE GUIDES I
HERE PO	s se suides 1
	hg
8 × 4	Albert
9 × ;	
THE REE THE	Arthur
5 11 1	
100	Arthur
1	Andread
325	Charles
	Charles
5	Language operation that the land of the land
	Charles
•	
9	Charles
AME	
¥ 2	Charles
*	
¥	Edward
	Edward
1	
IN SE	Edward
100	
207	Edward
HERE SO	N 365 GUIDES
HERE FO	OR 4X8 GUIDES   R TABUCATING SIZE
HERE S	DR SXS GUIDES WH

Stock No. FLG50

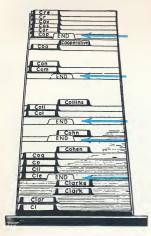
# HOW TO INSTALL AND MAINTAIN FLEXINDEX®

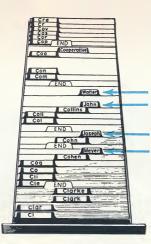




Step 1

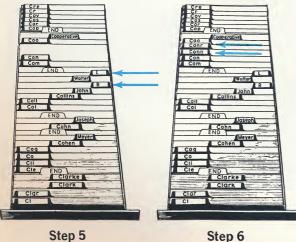
Step 2





Step 3

Step 4



Step 5

You will receive the exact number of Thindex guides your division calls for (1000 division—1000 guides, 250 division—250 guides, etc.) plus End guides, one for each surname guide. The quantities of each kind are based on research, their proportions varying with the size of the list.

A large percentage of the alphabetic and surname guides will come to you already inserted, ready for installation in the file. In addition, you will find a large number of insert headings from which you can choose those which fit your list best.

The instructions below are based on having one guide to every forty cards. If you have ordered on the basis of some other proportion, please make allowances accordingly.

Whatever proportion you have selected, count this number of cards and note the thickness of such a group. Whether this thickness is 1/4", 3/8", or 1/2", keep this measurement in mind. It will help you to spot instantly those parts of the file that are either overguided or underguided, so that you may either insert or remove guides accordingly during installation, growth, or changes in your file.

### Installation

Step No. 1. Install the main alphabetic guides which have come to you already inserted. The distribution of these will of course be uneven.

**Step No. 2.** Look between alphabetic guides for groups of approximately 40 (or more) cards bearing the same common surname. Insert and install the proper surname heading guide in front of the first card of each such group.

For small lists, calling for less than 100 surnames guides, none have been pre-inserted. On the larger lists, the guides already inserted should be installed first and the above procedure followed for other names. In very rare cases, it may be necessary to type a needed heading on a blank insert.

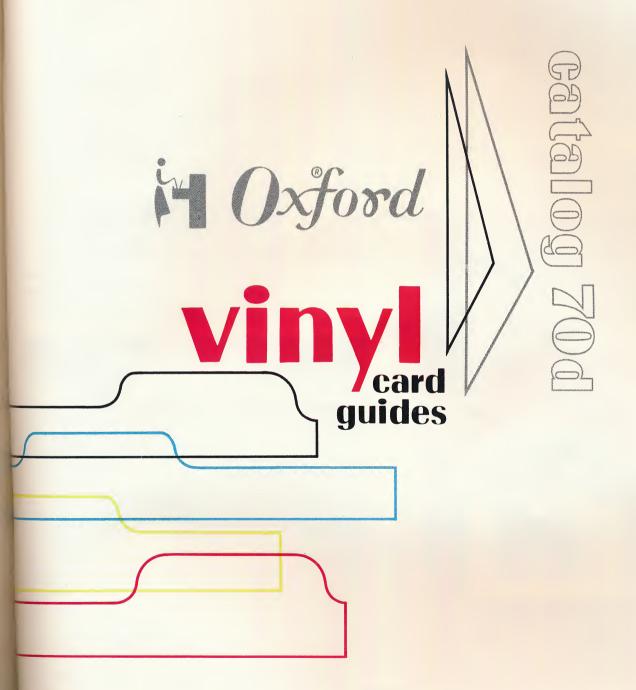
Step No. 3. Insert "End" guides behind the last card of each guided surname group (red printed face to front). Where the surname group is followed immediately by another surname or alphabetic guide no "End" guide is needed. "End" guides are not counted in figuring proportions of guides to cards. Where you find that guides supplied already inserted are not followed by at least 30 cards (before the next guide) remove them and put them aside temporarily. This avoids overguiding.

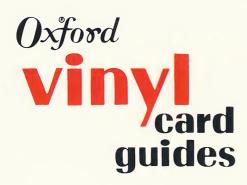
Step No. 4. Examine each surname group and where additional guiding is necessary, achieve such further breakdown by installing first initial or given name guides.

Step No. 5. Repeat Step No. 4 (in large lists) by the installation of second initial guides to achieve the desired breakdown in all "common surname" groups.

Step No. 6. Now you are ready to return to the main alphabetic guides. looking for large groups of cards not otherwise guided. Selecting the first such group, measure off the first 40 cards behind the preceding guide. Working a few cards forward or back of this point, look for that name which represents a change in its third, fourth, or fifth letter from the names preceding it. That is what we term a "break". Select a heading to fit, insert and install the guide at the point of "break" and repeat the process throughout.

Any guides not immediately needed should be kept on hand for further expansion. Extra insert headings and blank inserts should likewise be saved in the envelopes in which they come to you. All lists undergo gradual and continuous change. A supply of guides and headings on hand will enable you to keep your Flexindex installation up to its original efficiency regardless of change or growth. Extra headings and guides needed should be ordered from the dealer.





A-Stock No. 13525-25 Div. A-Z B-Stock No. 13531-Daily 1-31 C-Stock No. 13512-Months, Jan.-Dec. D-Stock No. 13550-States



### SPECIAL FEATURES

Thin 15 pt. vinyl saves up to 40% of guiding space.

**Rounded corners** for smooth handling are offered on insertable tab guides.

No glare insertable tabs provide better heading visibility. Sealed edges add strength to the tough tear resistance of the vinyl material.

Stable vinyl won't warp, crack, or dog-ear in the file.

Washable in soap and water, Oxford vinyl guides will remain attractive for many years.

### VINYL COLORS

We offer and stock the following opaque colors in 15 point vinyl material—white • black • red • orange • tan • green • blue. Also available in clear.

### RANGE OF SPECIAL SIZES AND STYLES

We are prepared to furnish special size card guides with 1/4" exposure tabs in tab lengths of 3/4", 15/16", 15/8" and  $2\frac{3}{8}"$ . Guides with 5/8" exposure tabs 2" and  $3\frac{1}{2}"$  long are also available.

# PRINTED TAB CARD GUIDE SETS

Tabs printed in black ink. 25 division A-Z and 1-31 guide sets tabbed 1/5 cut assorted. "Months" and "States" tabbed 1/3 cut all center position. Packed 1 set per box except "Months" which are packed 2 sets per box.

Stock	Body Size	Per Se	et	Wgt.	
No.		1-11	12 Up	per box	
25 division	A-Z 15 pt. TA	N Vinyl			
13525	2 (499)	\$1.65	\$1.49	5½ oz.	
14625		1.95	1.85	8½ oz.	
15825		2.50	2.27	13½ oz.	
13725		1.95	1.85	8½ oz.	
Daily 1-31,	15 pt. ORANG	GE Vinyl	Å.		
13531	250,000,000	1.90	1.70	6 oz.	
14631		2.40	2.22	9½ oz.	
15831		3.20	2.90	1 lb.	
Months, Ja	nDec., 15 pt	. BLUE Vir	nyl		
13512	3 x 5	.87	.82	5½ oz.	
14612	4 x 6	1.10	1.02	8½ oz.	
15812	5 x 8	1.40	1.25	13½ oz.	
States, 15 pt. YELLOW Vinyl					
13550	3 x 5	3.70	3.34	12 oz.	
14650	4 x 6	4.60	4.15	1 lb.	
15850	5 x 8	5.75	5.17	1 <sup>3</sup> / <sub>4</sub> lb.	



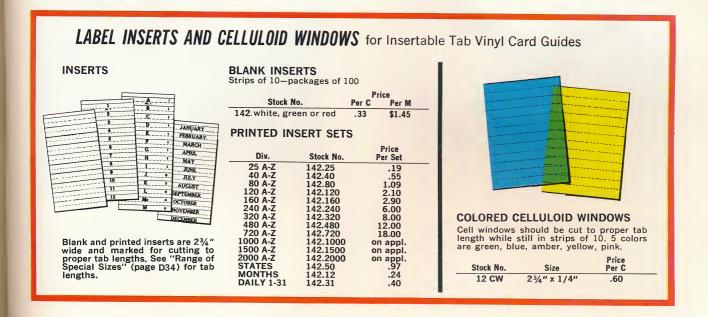
A-Stock No. 14313-Tab inserted with a #142 blank insert B-Stock No. 14315-Tab inserted with a #142 blank insert

# INSERTABLE TABS, 15 PT. BLUE VINYL

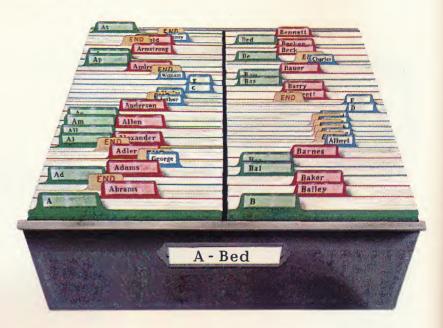
1/4" exposure flat insertable thin tabs that do not extend into the body area. Self tabs are 7/16" high. All edges sealed and top corners rounded for smooth handling and extra wear resistance. Packed 100 per box with 110 blank #142 inserts.

Stock No.	Body Size	Tab Cut	Per C	Per M	Wgt. per box
14315	3 x 5	Fifth	\$12.25	\$102.85	1½ lbs.
14313	3 x 5	Third	12.25	102.85	1½ lbs.
14415	4 x 6	Fifth	15.65	133.45	2 lbs.
14413	4 x 6	Third	15.65	133.45	2 lbs.
14515	5 x 8	Fifth	18.45	154.00	31/4 lbs.
14513	5 x 8	Third	18.45	154.00	31/4 lbs.
14375	Tab*	Fifth	15.65	133.45	2 lbs.
14373	Tab*	Third	15.65	133.45	2 lbs.

- (a) Separate tab positions at no extra cost.
- (b) Prices on application for special colors and special sizes. (NOTE: 15 point vinyl is recommended for sizes up to 6 x 9 only.)
- \*31/4 x 73/8 wide body.







Five thousand cards or five million—it makes no difference, you can get speedy reference if your card list is divided into small, uniform, easily located groups. FLEXINDEX eliminates large gaps between guides in some sections of the file and crowding together of guides in other sections, because it is fitted to your individual list.

# VINYL FLEXINDEX SETS

FOR 3 x 5 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-143100	4,000	\$ 21.25	§ 1	2 lb.
FLEX-143200	8,000	37.25	1 1	31/2
FLEX-143250	10,000	45.50	1	43/4
FLEX-143300	12,000	59.00	- 1	61/2
FLEX-143400	16,000	73.50	2	8
FLEX-143500	20,000	92.00	2	101/4
FLEX-143750	30,000	139.50	3	15
FLEX-1431000	40,000	<b>3</b> 166.00 <sup>4</sup>	4	191/4
FLEX-1431500	60,000	333.00	5	261/2
FLEX-1432000	80,000	390.00	7	331/2
FLEX-1432500	100,000	455.00	9	46
FLEX-1433000	120,000	\$ 512.00	11	55
FLEX-1434000	160,000	702.00	14	68
FLEX-1435000	200,000	1,008.00	19	871/2
FLEX-1437500	300,000	1,339.00	29	128
FLEX-14310000	400,000	1,690.00	39	175

FOR 4 x 6 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-144100	4,000	\$ 24.35	(1)	2½ lb.
FLEX-144200	8,000	44.10	1	51/4
FLEX-144250	10,000	54.00	1 1	6
FLEX-144300	12,000	69.30	1 3	8
FLEX-144400	16,000	87.40	2	101/4
FLEX-144500	20,000	109.85	2	121/2
FLEX-144750	30,000	166.50	3	193/4
FLEX-1441000	40,000	201.25	4	25½
FLEX-1441500	60,000	387.30	5	381/2
FLEX-1442000	§ 80,000 §	\$ 463.15	7	53
FLEX-1442500	100,000	§ 547.20	9	72
FLEX-1443000	120,000	<b>624.40</b>	11	851/2
FLEX-1444000	160,000	853.20	14	113
FLEX-1445000	200,000	1,199.35	19	146
FLEX-1447500	300,000	1,633.00	29	218
FLEX-14410000	400,000	2,087.00	39	295

<sup>\*</sup>Based on 40 cards per guide. For finer indexing, divide number of cards by number of cards per guide desired, then select nearest subdivision. Use 30 cards per guide for active, growing files, to take care of future expansion. Use 50 cards per guide maximum for static files, lowest activity.

### Example:

125,000 cards at 50 cards per guide, choose 2500 division.

(Flexindex is a registered trademark of the Oxford Filing Supply Co., Inc.)

<sup>124,000</sup> cards at 30 cards per guide, choose 4000 division.

### FOR TABULATING (31/4 x 73/8) CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-147100	4,000	\$ 24.35	1-1	2½ lb.
FLEX-147200	8,000	44.10	1	51/4
FLEX-147250	10,000	54.00	1	6
FLEX-147300	12,000	69.30	1	8
FLEX-147400	16,000	87.40	2	101/4
FLEX-147500	20,000	109.85	2	12½
FLEX-147750	30,000	166.50	3	193/4
FLEX-1471000	40,000	201.25	4	25½
FLEX-1471500	60,000	387.30	5	381/2
FLEX-1472000	80,000	463.15	7	53
FLEX-1472500	100,000	547.20	91	72
FLEX-1473000	120,000	624.40	11	851/2
FLEX-1474000	160,000	853.20	14	113
FLEX-1475000	200,000	1,199.35	19	146
FLEX-1477500	300,000	1,633.00	29	218
FLEX-14710000	400,000	2,087.00	39	295

### FOR 5 x 8 CARDS

Stock No. of Set	Approx. Number of Cards*	Per Set	Boxes Per Set	Wgt. Per Set
FLEX-145100	4,000	\$ 26.40	1 1	3¾ lb.
FLEX-145200	8,000	48.50	1 1	71/2
FLEX-145250	10,000	59.65	1 1 1	91/2
FLEX-145300	12,000	76.00	1 1 1	121/2
FLEX-145400	16,000	96.50	2	15¾
FLEX-145500	20,000	121.50	2	201/2
FLEX-145750	30,000	184.00	3	30
FLEX-1451000	40,000	224.25	4	411/4
FLEX-1451500	60,000	422.55	5	60
FLEX-1452000	80,000	510.40	7	86
FLEX-1452500	100,000	607.00	9 1	115
FLEX-1453000	120,000	696.50	111	133
FLEX-1454000	160,000	950.00	14	179
FLEX-1455000	200,000	1,322.00	19	228
FLEX-1457500	300,000	1,821.00	29	360
FLEX-14510000	400,000	2,339.00	39	465

Prices for FLEXINDEX sets in special colors or body sizes on application.

# INSERT SETS FOR VINYL FLEXINDEX®

Stock Number	No. of Inserts	When Added Makes	Div.		Per Set
MAIN ALPH	ABETIC HE	ADINGS			
FL250 FL500X FL1000X FL2500X FL6000X	250 250 500 1500 3500	250 500 1000 2500 6000	A-Z A-Z A-Z A-Z		8.30 8.30 16.55 49.50 15.85
COMMON S	URNAME I	HEADING	S		
FLS100 FLS300X FLS1000X FLS2500X	100 200 700 1500	100 300 1000 2500	Names Names Names Names	\$	3.30 6.60 23.10 49.50
FIRST GIVE	N MALE N	AMES			
FLG50	50 assorted	d, of 15 n	ames	\$	1.39
MIDDLE IN	ITIALS			Pe	r Strip
FLG18 (Letters ava			HIJKL		.34
BUSINESS	NAMES			F	er Set
FLB440	440				14.52
INSERTING	CHARGES	6			Per C
Installing in	nserts in vii	nyl guide	tabs		3.35

### **BLANK INSERTS AND INSERTING CHARGES**

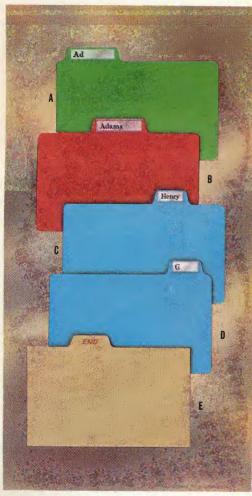
Blank inserts for vinyl guides with 1/4" exposure flat insertable tabs and for use in FLEXINDEX systems where extra typed headings are required. Insert strips are marked for cutting to proper tab length. Strips of 10, typewriter spaced.

Stock No.	Use For	Per C	Per M	
142 green	Main Alpha Guides	\$ .33¢	\$ 1.45	
142 red	Common Surnames	.33¢	1.45	
142 white Installing i	First Names or Initials serts in guides	.33¢ 3.35	1.45 33.50	

NOTE: Any #142 series insert and/or #12CW window can be used on 1/4" tabs on vinyl guides.

<sup>\*</sup>See footnote page D36

# Oxford FLEXINDEX CARD INDEXING SYSTEM COMPONENT PARTS



A—Stock No. 14133-1 Main Alphabetic Guide
B—Stock No. 14133-2 Common Surname Guide
C—Stock No. 14135-4 First Given Name Guide
D—Stock No. 14135-5 Middle Initial Guide
E—Stock No. E1317 End Guide

### MAIN ALPHABETIC GUIDES

Green 15 pt. vinyl 1/4" exposure tabs all first position left end. Packed 100 per box with 110 green #142 blank inserts.

Stock No.	Card Size	Tab Cut	100- 499 Per C	500- Up Per M	Wgt. per box
14133-1	3 x 5	Third	\$12.25	\$102.85	1½ lbs.
14143-1	4 x 6	Third	15.65	133.45	2 lbs.
14155-1	5 x 8	Fifth	18.45	154.00	31/4 lbs.
14733-1	Tab	Third	15.65	133.45	2 lbs.

### **COMMON SURNAME GUIDES**

Red 15 pt. vinyl, 1/4" exposure tabs all second position. Packed 100 per box with 110 red #142 blank inserts.

14133-2	3 x 5	Third	12.25	102.85	1½ lbs.
14143-2	4 x 6	Third	15.65	133.45	2 lbs.
14155-2	5 x 8	Fifth 🛊	18.45	154.00	31/4 lbs.
14733-2	Tab	Third	15.65	133.45	2 lbs.

### FIRST GIVEN NAME GUIDES

Blue 15 pt. vinyl, 1/4" exposure tabs all fourth position (3 x 5, 4 x 6, tab) or third position (5 x 8). Packed 100 per box with 110 white #142 inserts.

14135-4	3 x 5	Fifth	12.25	102.85	1½ lbs.
14145-4	4 x 6	Fifth	15.65	133.45	2 lbs.
14155-3	5 x 8	Fifth	18.45	154.00	31/4 lbs.
14735-4	Tab	Fifth	15.65	133.45	2 lbs.

### MIDDLE INITIAL GUIDES

Blue 15 pt. vinyl, 1/4" exposure all right end position (3 x 5, 4 x 6, tab) or right center position (5 x 8). Packed 100 per box with 110 white #142 inserts.

SOCIETA CONTRACTOR	0.00		2000 CONTRACTOR (\$1000)		
14135-5	3 x 5	Fifth	12.25	102.85	1½ lbs.
14145-5	4 x 6	Fifth	15.65	133.45	2 lbs.
14155-4	5 x 8	Fifth	18.45	154.00	31/4 lbs.
14735-5	Tab	Fifth	15.65	133.45	2 lbs.

### "END" GUIDES

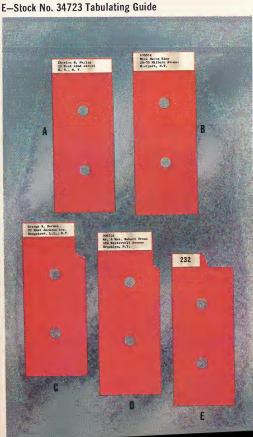
Tan 15 pt. vinyl, tab printed both sides and occupying an off center position. "End" guides signal the end of Common Surname groups (red tab title), or First Given Name groups (green tab title) when guide is reversed. Packed 100 per box.

Stock No.	Card Size	100- 499 Per C	500- Up Per M	Wgt. per box
E1317	3 x 5	\$ 5.20	\$44.15	1½ lbs.
E1417	4 x 6	8.35	70.00	21/4 lbs.
E1517	5 x 8	10.00	83.35	3½ lbs.
E1377	Tab	8.35	70.00	21/4 lbs.



A—Stock No. 14902 Check Guide B—Stock No. 14902E Check Guide C—Stock No. 20492 Check Guide D—Stock No. 20492E Check Guide E—Special Style Check Guide

A—Stock No. 34703 Tabulating Guide B—Stock No. 10703 Tabulating Guide C—Stock No. 34727 Tabulating Guide D—Stock No. 10727 Tabulating Guide



# CHECK GUIDES

### PLAIN TAB 15 POINT BLACK VINYL

Body size  $3\frac{1}{2}$ " high by  $8\frac{3}{4}$ " wide, 1/2" high self tab all end position 4" long. 4 rounded corners for easier handling. Packed 100 per box. Prices do not include pressure sensitive tab labels.\*

Stock No. Per C		Per M	Wgt. per C
14902	\$12.65	\$105.45	2 <sup>1</sup> / <sub>4</sub> lbs.
14902E	13.80	115.00	2 <sup>1</sup> / <sub>4</sub> lbs.

\*Pressure sensitive removeable labels, strips of 8 for addressographing are available for, and may be ordered with, No. 14902 and 14902E guides. Label size is  $1\%_{16}$ " x 4" for nine line headings.

# INSERTABLE TAB 15 POINT VINYL WITH SIGNATURE CARD POCKETS

Body size  $3\frac{1}{2}$ " high by  $8\frac{3}{4}$ " wide, 1/2" high self tab. Insertable tab pocket is  $1\frac{1}{6}$ " x  $3\frac{1}{2}$ ". Card pocket accepts 3 x 5 signature card. Available from stock in black with tabs in right and left assorted positions. Packed 100 per box with blank white inserts, supplied in strips of 10.

Stock No. Per C		Per M	Wgt. Per C
20492	\$21.75	\$181.25	2½ lbs.
20492E	24.20	202.90	2½ lbs.

### SPECIAL STYLES AND COLORS

Check guides are available in clear and other colors of body material, in stocks and custom designs to suit your requirements. Prices will be promptly quoted on receipt of specifications.

# TABULATING CARD GUIDES

Illustrated in red 15 point vinyl, these tabulating card guides are also available in other colors and clear. Tabs are insertable one side only. Packed 100 per box with blank inserts supplied in strips of 10.

Stock No.	Tab Exposure	Tab Width	Per C	Per M	Wgt. Per C
34703	3/4"	31/4"	\$8.30	\$66.95	2 lbs.
10703	1"	31/4"	9.15	71.40	2 lbs.
34727	3/4"	21/8"	8.00	68.80	2 lbs.
10727	1"	21/8"	9.40	75.35	2 lbs.
34723	3/4"	11/4"	8.00	68.00	2 lbs.

Guides with 3/4" tabs are 8" high, with 1" tabs 8½" high.



A—Style No. 15209 transmission folders B—Style No. 30239 transmission jacket C—Style No. 53004 tape card D—Style No. 91109 multi-tape filer

Tubes for filing and storing punched tapes, transmission folders, edge punched card and tab card jackets, and other record containers are readily adapted to construction in tough vinyl. Prices will be promptly quoted on receipt of specifications, or a description of requirements.

H Oxford

**Pendaflex** hanging folders



# FASTEST MANUAL FILING EQUIPMENT AVAILABLE

Pendaflex is a gliding, suspended file folder or carrier. When it is properly installed on smooth steel side rails in regular filing cabinets, it eliminates 90% of the labor involved in filing.

Durable Pendaflex filing equipment, is designed to increase file productivity through visible Level Keyboard Guiding and friction-free mechanical operating ease. Continuing research and development has produced a new, improved Pendaflex folder and Pendaflex frame that will outlast and outperform all hanging folders available up to now.



### **OXCELITE® COATED HANGER RODS**

Oxcelite coated hanger rods guarantee Pendaflex slideability, eliminate filing fatigue. An exclusive Oxford process bonds this glass-hard coating permanently to the hanger rod. (Laboratory tests showed no wear after an equivalent 25 years service.) Oxcelite assures superior Pendaflex sliding without waxing the rails or other bothersome maintenance chores. Smooth, hard Oxcelite also protects personnel and furniture from bare metal rod ends.



### LEVERLOCK FRAME

This new Pendaflex frame with tool-free assembly adapts standard filing cabinet drawers to Pendaflex hanging folders.

to Pendaflex hanging folders. It eliminates need for screw drivers and makeshift tools because the simple leverlock snaps side rails firmly and permanently into place—instantly. Leverlock provides maximum folder slideability and frame rigidity for trouble-free Pendaflex filing.

The price difference between a genuine Pendaflex Leverlock frame and a less carefully designed substitute, is slight. The difference in performance is substantial.



### **IMPRINTED TAB MARKERS**

Colored tab markers printed on both flaps of the Pendaflex folder locate the desired tab

position instantly. Time-consuming counting of slots is eliminated. Color blocks guide the eye to the right slot regardless of the tabbing arrangement. This Pendaflex feature is especially useful in maintaining logical indexing systems with tabs that will not slide out of position.

### **IMPREGNATED STOCK**

A new Oxford process makes Pendaflex hanging folder stock remarkably durable. The exceptionally tough, flexible paper is impregnated for maximum scuff and moisture resistance. New Pendaflex folders are not affected by age, contents or rough handling.

### **GREATEST RANGE OF COMPANION PRODUCTS**

Years of research and development by Oxford have produced many unique companion products that enhance filing speed and accuracy. These improvements have helped users to meet constantly changing records handling requirements by improving Pendaflex versatility and performance characteristics.

Pendaflex is the only gliding hanging folder really engineered for the file room and capable of handling virtually all vertical filing applications.

### PENDAFLEX FOR CAREFREE FILING

Pendaflex has long been accepted as the standard by which other filing equipment is measured. It has never been equalled for ease of operation or for filing speed and accuracy.

The newest developments by Oxford engineers make Pendaflex products easier to install, easier to use and completely maintenance-free. An investment in Pendaflex guarantees maximum file productivity day in and day out.



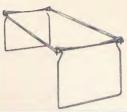
You'll find the answers to all modern filing system questions in this Pendaflex filing manual "43 New Ways to File"—

- Shall I Attach tabs to front or back flap?
- Should tabs be inserted in selected positions?
- How can Pendaflex folders be used as both index and miscellaneous folders?
- When should I use Terminal Digit or Oxford Middle Digit instead of straight numerical filing?
- How will Oxford Pendaflex combined equipment filing actually occupy LESS SPACE and cost less money than conventional folders and guides?

These and many other questions that will assure best results from your Oxford Pendaflex folders are answered here.

# PENDAFLEX FRAMES

All frame rails are 27% long, notched for easy break-off to fit shorter drawers.



Size	Stock No.	Price Each	Frames per carton	Wgt. per ctn
Letter	442	\$1.95	6	15
Letter	442A (compact)	1.95	6	15
Legal	443	2.20	6	16
Legal	443A (compact)	2.20	6	16
Jumbo	448	3.80	3	10
Invoice	441	1.95	6	14
	445*	1.95	10	14
Semi-legal	440	1.85	8	14
Check For two row filing		and the second second	0	

### ACCESSORIES FOR PENDAFLEX FRAMES

**STOP CLAMPS**—fastens to frame rails to separate groups of folders. Packed 2 clamps per envelope.

Stock No. 45SC (\$.25 per env.)

SIDE BRACES — prevents sideways motion of frames in drawers of excessive width. Packed 4 braces per envelope.

Stock No. 48L (\$.40 per env.)

**CUPLINKS**—links semi-legal size frames together side-by-side. Packed 10 cuplinks per envelope.

Stock No. 40C (\$.25 per pair)

# PENDAFLEX FOLDERS

Pendaflex folder body dimensions (exclusive of tabs or rods) are: Letter -9%" x 11%", Legal -9%" x 14%", Invoice  $-7\frac{1}{2}$ " x  $9\frac{3}{4}$ ", Letter (compact)  $-9\frac{1}{6}$ " x  $11\frac{3}{4}$ ", Legal (compact)  $-9\frac{1}{6}$ " x  $14\frac{3}{4}$ ", Checkfiler  $-3\frac{1}{2}$ " x  $8\frac{3}{4}$ ", Semi-legal  $-9\frac{3}{6}$ " x  $6\frac{3}{4}$ ", Jumbo -14" x 18".



### PACKED WITH PLASTIC TABS

SIZE	Stock No.	1-24 ea.	25-499 per C	500 up per M	Pac Box	king Ctn.	Wgt. M
FIFTH	CUT	margani ya sa					
Letter Legal		\$.19 .21	\$15.70 18.20	\$150.00 174.00	25 25	250 250	194 254
THIRD	CUT		Mathematical			050	100
Letter Legal	4152 <sup>1</sup> ⁄ <sub>4</sub>	.20 .22	16.25 18.75	155.00 179.00	25 25	250 250	198 258
	D WITHO Invoice, J			ABS — Let	ter, l	_egal,	Semi
Letter Letter Legal Legal		.15 .15 .17 .17	12.40 12.40 14.90 14.90	120.00 120.00 144.00 144.00	25 25 25 25 25	250 250 250 250 250	184 180 254 240
Semi- Legal Invoid Jumb	4155† ce 4151	.15 .14 .40	12.40 11.65 33.00	120.00 111.75 300.00	50 25 25	250 250	160 140 366
Jumb	e 4151	.14 .40	33.00 th clear insid	300.00 le heights of	25	250	3

# PENDAFLEX CHECKFILER FOLDERS

Linked in chains of 25, two chains per box. Packed without plastic tabs.

	Size	Stock No.	1-49 ea.	50-499 per C	500 up per M	Pac Box	king Ctn.	Wgt. M	
•	Check	4560NT	-	\$12.40	\$120.00	50	500	68	j

# PENDAFLEX® FRAMES, FOLDERS, GUIDES

# PENDAFLEX BOX BOTTOM FOLDERS

Last digit in stock number indicates capacity of box bottom in inches. Packed without plastic tabs. All Pendaflex box bottom folders are 9½" high body when assembled except 3/4" capacity folders which are 9" high.



					Agent		
Size	Stock No.	1-24 ea.	25-499 per C	500 up per M	Pa Box	king Ctn.	Wgt.
Letter	4152x3/4	\$.19	\$15.65	\$150.00	25		195
Legal	4153x3/4	.22	18.15	174.00	25		260
Letter	4152x2	.19	15.65	150.00	25	100	209
Legal	4153x2	.22	18.15	174.00	25	100	277
Letter	4152x3	.19	15.65	150.00	25	- :	221
Legal	4153x3	.22	18.15	174.00	25	- 8	296
Letter	4152x4	19	15.65	150.00	25	<b> -</b>	234
Legal	4153x4	.22	18.15	174.00	25	$=$ $^{\circ}$	308

# PENDAFLEX FOLLOW-UP FOLDERS

Jan. to Dec. and 1-31 full width tab attached. 2 sliding signals indicate month and day. Packed with extra 3" name inserts.



	Size	Stock No.	1-24 each	25-499 per <b>C</b>	500 up per M	Packing Box	Wgt. M
•	Letter	4152B2	\$.43	\$36.30	\$330.00	25	210

# PENDAFLEX ONE-DRAWER A-Z SYSTEM

Consists of one no. 442 letter size frame, 1 set number 4225 folders (25 div. A-Z) and 25 number 4152 1/5 folders. Packed one system per carton.



	Size	Stock No.	1-11 sets per set	12 sets up per set	Sets per carton	Wgt. per set
Þ	Letter	4012	\$11.00	\$10.45	1	15

# PENDAFLEX FOLDER SETS

25 folders per set with no. 42 tabs attached in first two positions at left on folder front flaps.



Size	Stock No.	Description	Per set	Packing box	Wgt. set
Letter Letter		25 div. A-Z, yellow tabs HOUSEHOLDERS SET. 10 div. A-Z, 15 subject titles blue tabs	\$4.60 4.60	1 set 1 set	6

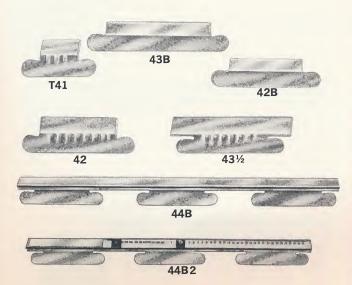
# PENDAFLEX GUIDES

Packed without tabs. Guide sizes (exclusive of tab or rod ends) are: Letter  $-9^{1/4}$ " x  $11^{3/4}$ "; Legal  $-9^{1/4}$ " x  $14^{3/4}$ "; Invoice  $-7^{3/6}$ " x  $9^{3/4}$ ".



Size	Stock No.	1-49 each	50-499 per <b>C</b>	500 up per M	Packing box	Wgt.
Letter	4200	\$.14	\$11.40	\$108.00	50	92
Legal	4300	.15	13.50	132.00	50	123
Invoice	4100	.13	10.80	102.00	50	70

### TABS FOR PENDAFLEX FOLDERS



**PLASTIC TABS**—All tabs are supplied with extra blank white inserts.

Stock No.	Tab Size HxW	1-24 each	25-499 per C	500 up per M	Pac Box	cking Ctn.	Wgt.				
1" TAB—for signalling or coding and for tenth cut indexing.											
T41	5/8"x1"	\$.04	\$3.00	\$27.50	25	250	43/4				
2" TABS—for fifth cut or quarter cut indexing.											
42 42L 42B	5/8"x2" 1/4"x2" 3/8"x2"	\$.04 .04	\$3.30 3.30 3.30	\$30.00 30.00 30.00	25 25 25	250 250 250	4½ 4 4				
	and 3½" PLA dexing.	STIC 1	ΓABS—	for third	cut	or h	nalf				
43 <sup>1</sup> / <sub>2</sub> 43B 43H	5/8"x3½" 3/8"x3½" 1½"x3½"	\$.05 .05	\$3.85 3.85 6.60	\$35.00 35.00 60.00	25 25 25	250 250 —	6½ 6½ 6½				
11½" TAB, BLANK—supplied with 8½" long inserts (no. 388) for one line headings, and replaceable name inserts (no. 38N).											
44B	3/8"x11½"	\$.13	\$11.00	\$100.00	25	125	20				
	FOLLOW-UP . Uses single 8N) supplied.	red sig	1-31 — nal. Rep	assembl laceable	ed, nan	ready ne ins	y to serts				
44B1	3/8"x11½"	\$.25	\$21.00	\$190.00	25	125	20				
11½" FOLLOW-UP TAB, JAN. to DEC., 1-31—assembled, ready to attach. Uses two (blue and red) signals. Replaceable name inserts (no. 38N) supplied.											
44B2	3/8"x11½"	\$.28	\$22.95	\$208.50	25	125	20				
assem	FOLLOW-UP abled, ready ceable name	to atta	ch. Use		blu	e sig					
44B3	3/8"x11½"	\$.25	\$21.00	\$190.00	25	125	20				



METAL TABS—Supplied with extra blank white inserts and clear cell windows.

Stock No.	Tab Size H x W	1-24 each	25-499 Per C	500 up Per M	Pac Box	king Ctn.	Wgt M
2" TAE	S-for fifth	cut or	quarter	cut inde	xing.		and the same
M42	5/8"x2"	\$.05	\$4.15	\$37.50	25	125	18
3½" T	ABS—for thi	rd cut o	or half c	ut index	ing.		
M43	5/8"x3½"	.06	5.00	45.50	25	125	32



### PENDAFLEX LINKS

Copper coated steel links, easily applied, to fasten folders together for faster filing.

Stock	100-499	500 up	Pacl	cing	Wgt.
No.	per C	per M	Box	Ctn.	
47	\$1.75	\$16,00	100	500	2



### PENDAFLEX INTERIOR FOLDERS

8 point manila letter and 9½ point manila legal size interior folders are 9% high overall with 3/8" high self tabs.

Size	Stock <b>N</b> o.	100-499 per C	500 up per M	Pack Box	ing Ctn.	Wgt.
STRAIGH	IT CUT					
Letter Legal	4210 4350	\$2.45 3.70	\$21.95 33.50	100 100	500 500	5 7
THIRD C	UT	S. 644.				
Letter	4210%*	2.70	24.60	100	500	5
FIFTH C	UT 🛊					
Letter	4210%≑	2.70	24.60	100	500	5
TABBED	TO ORDER					
Letter Legal	4210T† 4350T†	2.70 3.95	24.60 36.10	100 100	Ė.	5 7

DRAWER DIMENSIONS

Minimum width of drawer opening "A"

For letter size—13"
For semi-legal size—16"
For legal size—16"
For invoice size—11"
For check size—10"
For jumbo size—19'4"
Inside height of drawer "B"
For letter size—10"
For semi-legal size—10"
For legal size—10"
For invoice size—8'%"
For check size—4%"
For jumbo size—14%"

Oxford Pendaflex will fit all standard size filing cabinets with suspension slide drawers.

# IDENTIFYING LABEL INSERTS and CELL WINDOWS

FOR PENDAFLEX TAB NO.	T41	42	42B	42L	43½	43B	M42	M43	44B	43H
use cell window no.	22CW*	22CW	16CW*	12CW*	23CW	18CW*	22CW	23CW	18CW	_
use label insert series	242 *	242	382 <sup>*</sup>	142*	343	384*	242	343	38N, 388	111

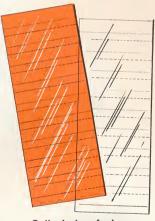
\*TRIM TO TAB WIDTH

### PRINTED INSERT SETS

ALPHABETIC	TITLES				
Description	343 Series Stock No.	142 Series Stock No.	242 Series Stock No.	382 Series Stock No.	Price Per Set
10 Div. 25 Div. 40 Div. 80 Div. 120 Div. 160 Div. 240 Div. 320 Div. 480 Div. 720 Div. 1000 Div. 1500 Div. 2000 Div.	343.25	142.25 142.40 142.80 142.120 142.160 142.240 142.320 142.480 142.720 142.1000 142.1500 142.2000	242.10 242.25 242.40 242.80 242.120 242.160 242.240 242.320 242.480 242.720 242.1500 242.1500 242.2000	382.25 382.40 382.80 382.120 382.160 382.240 382.320 382.480 382.720 382.1000	\$ .10 .19 .55 1.09 2.10 2.90 6.00 8.00 12.00 18.00 36.00 on application on application
STATES, MO	NTHS, DAIL	Y 1-31 TITLE	S		A Company of the Section
States Months Daily 1-31	343.50 343.12	142.50 142.12 142.31	242.50 242.12 242.31	382.50 382.12 382.31	.97 .24 .40
DATE PERIO	D TITLES		800 C		
2 per year 4 per year 6 per year 12 per year	343M2 343M4 343M6 343M12	1 strip, 2 set 1 strip, 1 set	s per strip, 10 ti ts 4 per year, 1 s 6 per year, 2 se et 12 per year, 2	set 343M2, 10 tets 343M2, 10 t	itles .15
DIGIT FILING	G SYSTEMS,	NUMERIC TI	TLES	n en skriver	A CONTRACTOR OF THE
Folder numb Folder numb Filing Break 2 Filing Break	ers 00-10 to 25-50-75		242.99 242.90 242.57 242.68	Ž E	.70 .10 on application on application
SCHOOL FIL	ING SYSTEM	AS, SUBJECT	TITLES	ar it is lare.	
N.Y. Basic So NAES Filing S	System		242.300 242NAES		30.00 25.00
OFFICE AND	HOME FILI	NG SYSTEMS	, SUBJECT TITI	LES	Company x x x x x x x x x x x x x x x x x x x
Household O Desk Data O			242HHO 242.100		.19 .70



Blank and printed inserts



Cell window facings

### CELL WINDOW FACINGS

Cell window facings ordered separately are shipped in a standard width and may be trimmed to fit tab lengths. Trim cell window width before separation from the strip of 10.

Minimum order 100 cell window facings of a size and

7 Colors are clear, red, green, blue, amber, yellow and pink 5 Colors are green, blue, amber, yellow and pink

Stock No.	Cell Face Dimension H x W	Colors	Per C
12CW 16CW 18CW	1/4" x 2 <sup>3</sup> / <sub>4</sub> " 3/8" x 2" 3/8" x 3 <sup>1</sup> / <sub>2</sub> "	5 5 5	\$.60 .60
22CW 23CW	9/16" x 2" 9/16" x 3½"	7 7	.60 .75

# BLANK WHITE LABEL INSERTS

Blank label inserts ordered separately are shipped in a standard width and may be cut to fit tab lengths. Trim label insert width after typing and before separation from the strip.

Minimum order 100 inserts of a size. Specify quantity of inserts.

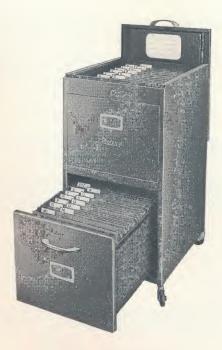
Stock No.	Insert Face Dimension H x W	Strips of	per C	per M
38N 111 142* 242 343 343X 382 384 388	3/8" x 3" 1½" x 3½" 1/4" x 2¾" 5/8" x 2" 5/8" x 3½" 5/8" x 3½" 5/8" x 2½" 3/8" x 2" 3/8" x 4" 3/8" x 8½"	10 10 10 10 10 22 20 20 20	\$.33 .33 .33 .33 .33 .33 .33	\$1.45 1.45 1.45 1.45 1.45 1.45 1.45 1.45

# PENDAFLEX® STEEL EQUIPMENT



### 24" DESK SIDE **PENDAFLEXER**

Fits snugly beside the desk for fastest reference. As on all Pendaflexers, cover has card holder on hinge plate for listing reference information. Available without lock, in tan or grey, in letter and legal sizes.



### 18" TU-DROR PENDAFLEXER

Bottom drawer and top tub with sliding cover provide a total of 34" of filing space. Sliding top locks for privacy. Locking brake on one caster. Available in grey only, in letter and legal sizes.



Full suspension bottom drawer plus top tub provide a total of 46" of filing space. Available in tan or grey with lock in sliding cover, plus locking brake on one caster. In letter and legal sizes. In legal size models use stock no. MR 24 midrail unit, \$5.80 each, for two row filing with number 4155 Pendaflex folders (semi-legal size).



# 17" JUNIOR PENDAFLEXER

Same construction as 24" Desk Side Pendaflexer, but with lock. Available in tan or grey, letter and legal sizes.



# **ECONOMY PENDAFLEXER**

Same as Junior Pendaflexer but without lock or cover. Styrene (non-ball bearing) casters only. Available in grey, letter size only. Optional vinyl cover available, stock no. 49..... \$.85 each

### DESK DRAWER OUTFIT

Fits deep desk drawer for instant reference to desk data. Steel tray complete with 25 folders and tabs, and 100 printed headings. Also available empty. Grey only.



# DESK TOP PENDAFLEXER

11¾" of filing space with lock for privacy, rubber feet to protect desk top. Grey only.



# **CARRY FILE**

Salesmen, executives, people on the go carry data in quick reference Pendaflex folders. 9" of filing space. Brass lock, double walls, piano hinge on cover. Available in letter size, desert sage only.



### CAR TRUNK PENDAFLEXER

Designed to fit neatly in car luggage compartment. Keeps sales records, promotional material accessible in one 17" long file. Shipped with separate locking cover. Available in letter size, grey only.



# MOBILE PENDAFLEXERS, DESK FILES, AND CARRYFILES

Mobile Pendaflexers, with new improved casters and stainless steel slide rails are shipped empty. Casters, handles and keys are separately packed and fastened within the file to prevent loss.

Desk Files and Carryfiles are also shipped empty.

Size	Stock No.	Outsid High	le Dimensi Wide	ons Long	1-5 each		Vgt. ach
24" DES	K SIDE F	PENDAFL	EXER				
Letter Legal	422 423*	28½" 28½"	13 <sup>1</sup> / <sub>8</sub> " 16 <sup>1</sup> / <sub>8</sub> "	24 <sup>1</sup> / <sub>4</sub> " 24 <sup>1</sup> / <sub>4</sub> "	\$27.50 36.95	\$26.50 35.95	32 38
24" TU-	DROR PE	ENDAFLE	XER				
Letter Legal	432 433*	30 <sup>1</sup> / <sub>4</sub> " 30 <sup>1</sup> / <sub>4</sub> "	15 <sup>1</sup> / <sub>8</sub> " 18 <sup>1</sup> / <sub>8</sub> "	24%" 24%"	57.50 72.50	56.50 71.50	61 67
18" TU-	DROR PE	ENDAFLE	XER				W.
Letter Legal	472 473	31" 31"	15 <sup>1</sup> / <sub>8</sub> " 18 <sup>1</sup> / <sub>8</sub> "	18 <sup>1</sup> / <sub>8</sub> "	39.75 47.95	38.75 46.95	40 50
17" JUN	17" JUNIOR PENDAFLEXER						
Letter Legal	462 463	28½" 28½"	13 <sup>1</sup> / <sub>8</sub> " 16 <sup>1</sup> / <sub>8</sub> "	18 <sup>1</sup> / <sub>4</sub> " 18 <sup>1</sup> / <sub>4</sub> "	24.75 29.95	23.75 28.95	27 30
ECONO	ECONOMY PENDAFLEXER						
Letter	412W	271/8"	131/8"	18"	15.95	15.50	20
DESK T	DESK TOP PENDAFLEXER						
Letter	452	111/8"	131/8"	121/8"	11.40	10.95	12
CARRY	CARRYFILE						
Letter	492	111/8"	131/8"	91/8"	11.50	11.50	9
CAR TR	CAR TRUNK PENDAFLEXER						
Letter	404	1034"	13"	18"	13.40	13.10	14
DESK D	DESK DRAWER OUTFITS (With Folders and 100 Printed Headings) Required Drawer Dimensions						
Letter Legal	4042 4043	10%" 10%"	12" 12"	13" 16 <sup>1</sup> / <sub>4</sub> "	9.75 11.50	9.25 10.95	12 13
DESK	DESK DRAWER TRAYS (Empty)						
Letter Legal	402 403	10%" 10%"	12" 12"	13" 16¼"	5.75 6.55	5.50 6.30	6 7

\*Accepts No. MR24 Midrail unit for two row filing with No. 4155 Pendaflex folders (semilegal size).

Stock No. MR24...\$5.80 each

CASTERS—Non marking black rubber wheel with 3/4" wide tread and ball bearing spindle. 2" diameter wheel is standard on all Mobile Pendaflexers except no. 412W.

Stock No.	Wheel Diameter	per set of 4	Wgt. set
BA234	2"	\$4.70	2
B A334*	3"	8.30	21/2

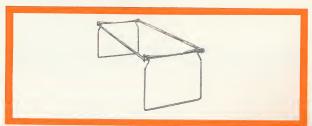
\*not available packed with Mobile Pendaflexers; offered as option at extra cost only.

**RUBBER FEET**—for use with Desk Drawer Outfits when used on desk top.

Stock No. 46RB-\$ .25 per set (envelope of 4)

# HOW TO GET THE MOST FOR YOUR MONEY WITH PENDAFLEX®

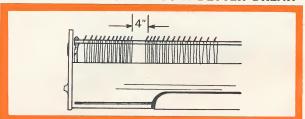
### USE ONLY GENUINE PENDAFLEX LEVERLOCK FRAMES



Substitute frames invariably destroy the ability of Pendaflex to slide freely in the drawer. Genuine Pendaflex frames are precision engineered from the finest materials for use only with Pendaflex folders. They will not nick, cannot cause "chatter" and will not sag under extra heavy loads. Smooth rails guarantee that your Pendaflex folders will slide with flying speed. And Pendaflex frames assemble quickly, easily, without the use of tools.

Fit the frame properly. The frame should fit the drawer snugly but not too tightly. When a frame is jammed into the drawer the side rails bow, making it difficult for folders to slide.

### GIVE YOUR FILE CABINETS A BETTER BREAK



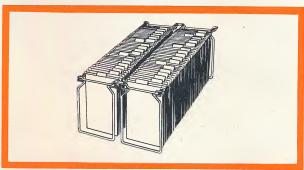
Don't settle for the old fashioned method of jammed file drawers. The "stuffing" technique saves little actual space, damages records, ruins filing speed and accuracy, and slows transfer. Leave 4 to 6 inches of sliding expansion space in your Pendaflex drawer for maximum ease and lowest operating cost.

# PLAN TABBING CAREFULLY

Positioning the tab on the front flap of the Pendaflex folder eliminates one unnecessary filing motion—takes the "push" out of the "push-pull" routine of opening the folder.

When tabbing, follow a logical pattern. Don't undertab. It's time consuming. Don't over-tab. It's confusing. Use color of course, but use it with discrimination. Each color must have a function beyond making the file more attractive.

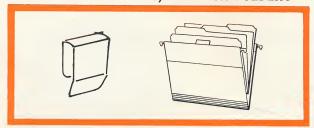
# USE TWO ROW FILING IN LEGAL SIZE CABINETS FOR SMALL FORMS



There is an increasing trend toward smaller, easier to handle forms which contain only essential information. By redesigning report forms for example, firms can save time and money and gain up to 66% floor space as compared with present records housing.

Other applications include: Insurance Co. policy forms, Savings Account ledger cards, job envelopes, traveling requisitions, credit applications and personnel records, claims reports, sales call reports, equipment or plant inspection records.

# USE PENDAFLEX LINKS. INTERIOR FOLDERS



By fixing the folder hanger rods at a perfect 90° angle to the side rails, LINKS improve Pendaflex performance. They also connect related folders accordion style and keep Pendaflex equipment in the drawer where it belongs.

The use of Pendaflex folders as carriers for manila INTERIOR FOLDERS permits record classification, provides a transmission folder, and makes transfer easy. File jackets, pockets or file backs may be used in place of folders.

# TAKE ADVANTAGE OF SPECIAL PENDAFLEX SIZES AND ACCESSORIES

Special equipment is available for special problems. Your franchised Pendaflex dealer will be glad to help.

OXFORD FILING SUPPLY CO., INC. • CLINTON ROAD • GARDEN CITY, L.I., N.Y.

NEW YORK ST. LOUIS CHICAGO AUGUSTA LOS ANGELES

# Ford



# FILING INFORMATION LIBRARY

The subjects covered by these publications have been researched and written by Oxford records specialists. They give you facts that are not obtainable from other sources. If you are planning a change in equipment or system, your information will be out of date until you have read the appropriate Oxford service literature. All publications free upon request.

OXFORD FILING METHODS MANUALS

A Series of Manuals Describing Specialized Filing Techniques in Industry and in The Professions.

Volume #1

The Automated Office

Volume #II

Banking and Financial

Volume # III

The Executive Secretary

Volume #IV

Life, fire and Casualty

Insurance (Agencies and

Companies)

Volume #V

The Law Office

**Organizations** 

Volume #VI

Medical Records

- EVALUATION OF MODERN FILING EQUIPMENT (PERFORMANCE STUDIES AND COSTS)
- THE CASE FOR THE FILING CABINET The filing cabinet as one of the best devices for cutting office filing cost.
- THIRTY COMMON FILING QUESTIONS Answers to the questions most often asked of the experts.
- WHAT TO DO ABOUT SUBJECT FILING New ideas for easier indexing and better control.
- REPORT ON THE COMPARISON OF MANUAL VERSUS AUTOMATIC RECORD RETRIEVAL SYSTEMS
- HOW TO INDEX CARD FILES FROM 100 TO 1,000,000 NAMES

43 NEW WAYS TO FILE

Comprehensive manual of modern Pendaflex filing systems and equipment.

• FILE TO FIND

Basic alphabetic filing rules. Instructions for indexing. How to select proper supplies. Fully illustrated.

FILED BUT NOT FORGOTTEN

How to set up a retention schedule; when and how to transfer. Includes unique scoring chart for easy determination of the right storage equipment for various records. Fully illustrated.

SHELF FILING FACT AND FICTION

Exhaustive study of the applications and abuses of shelf filing. Recommendations for proper use. Time studies.

 GUIDE TO BETTER FILING FOR TRADE AND PROFESSIONAL ASSOCIATIONS

A comprehensive "how to" leaflet, Illustrated.

 LATERAL PENDAFLEXER MANUAL AND SPACE PLANNER KIT

Description, specifications, applications, for Oxford Lateral Pendaflexer Filing Cabinet Line. Chart and template ruler for proper office space planning, also file analysis guide.

• 16 KEY QUESTIONS ABOUT SHELF FILING



catalog Catalog 70
Oxford FIRST NAME IN FILING

21